

Organisational set up and main functions

The Directorate General of Commercial Intelligence & Statistics (DGCIS) functions under the charge and overall guidance of the Director General of Commercial Intelligence & Statistics. Manned by Indian Statistical Service (ISS) and Indian Economic Service (IES) Officers, the DGCIS has mainly seven divisions as follows:

1. Foreign Trade Export Data Processing Division
2. Foreign Trade Import Data Processing Division
3. Electronic Data Processing Division
4. Dissemination and Co-ordination Division
5. Ancillary Statistics Division
6. Commercial Intelligence Division
7. Administrative Division including Hindi Unit

In addition to this set up in Kolkata, DGCIS has its officers posted in different Custom Houses in Mumbai, Chennai, Kolkata and Kochi to monitor the flow of data from Customs to DGCIS. Each of these offices has Indian Economic Service Officer posted there but their establishment costs are maintained by DGCIS.

Main Activities

The main activities of this organization can be broadly stated as – Foreign Trade data validation and dissemination, providing export and import trade statistics to the Government and other users for policy formulations, research works, etc. and trade related information to the Importers/Exporters and other users. The Foreign Trade export and import data are received from Customs and SEZs in the form of Daily Trade Returns (DTRs) which are part of Shipping Bills (for Export) and Bills of Entry (for Import). After validation, foreign trade data are disseminated in various ways – in the form of specific requirements of the users, in the form of Quick Estimates and Press Note, in the form of Principal Commodity Group by country level publication which is called Brochure publication, in the form of 8-digit commodity level publication known as Monthly Statistics of Foreign Trade of India (MSFTI), and the quarterly 8-digit level publication SFTIC (Statistics of the Foreign Trade of India by Countries). All these publications are the main output of the Export and Import Divisions of the organization. Other than these publications, there are annual publications namely, Inter State Movements of Goods by Rail, River and Air; Inland Coastal Trade Statistics; Statistics of India's Customs and Excise Revenue Collection; Selected Statistics of Foreign Trade of India; etc. which are based on ancillary statistics (ancillary to foreign trade). All such publications are brought out by Ancillary Division. The weekly publication Indian Trade Journal (ITJ) brought out by Commercial Intelligence Division provides flow of information on tenders at the National and International level.

Foreign Trade Export Data Processing Division

The Export Division processes merchandise export data received from Customs formations all over the country. While the main functions of the export division is processing, including receipts of manual DTRs, batch preparation for scrutiny and data entry, monitoring of overall receipts of DTRs, error lists (record to record, alpha, checking etc.) scrutiny and Brochure and MSFTI tables checking etc., the main processing and error list generations are done by the designated officers. Besides these activities, there are designated Indian Statistical Service Officers who are responsible to prepare Quick Estimates and Press Note for submission to DGFT and DOC. The division is headed by a Senior Administrative Grade level officer of Indian Statistical Service and there are about 90 officials engaged in export data processing.

Foreign Trade Import Data Processing Division

The Import Division processes merchandise import data received from Customs formations all over the country. While the main functions of the import division is processing, including receipts of manual DTRs, batch preparation for scrutiny and data entry, monitoring of overall receipts of DTRs, error lists (record to record, alpha, checking etc.) scrutiny and Brochure and MSFTI tables checking etc., the main processing and error list generations are done by the designated officers. Besides these activities, there are designated Indian Statistical Service Officers who are responsible to prepare Quick Estimates and Press Note for submission to DGFT and DOC. The division is headed by a Senior Administrative Grade level officer of Indian Statistical Service and there are about 70 officials engaged in import data processing.

Electronic Data Processing Division

This division is responsible for receipt of online data through electronic media such as VSAT/LEASED LINE and their uploading to the main system on daily basis. Besides these online data, the data is also received through e-mail and in CD by post. Such data is uploaded as and when receipt basis. In addition to uploading the data, staffs are also involved in data entry work for manual DTRs received from Export/Import/Ancillary Divisions. Besides the above activities, monitoring, allocation and maintenance of HW and SW used in this Directorate are the responsibilities of this division. One Director from Indian Statistical Service is in-charge of this Division.

Dissemination and Co-ordination Division

There are numerous users such as Central and State Government Departments, the EPCs, research scholars, private users, UN agencies, Embassies, etc. who seek information on foreign trade regularly. These users seek past and current trade statistics which are provided by this division regularly either free of cost (to the Government Departments) or on payment basis (other than the Government). Co-ordination wing of this division is responsible for all the technical Co-ordination (internal as well as external) of the Directorate. This Division is under the charge of an SAG level Officer of Indian Statistical Service.

Ancillary Statistics Division

This division compiles and publishes Inland Coastal Trade Statistics, Shipping Statistics, Revenue Statistics, Inland Trade by Rail, River and Air, etc. The division is headed by a Deputy Director General of Indian Statistical Service.

Commercial Intelligence Division

This division provides information to the trading community on various trade related issues and commercial intelligence which may promote their trade interests in general. Besides the above, this division also brings out a weekly journal named "Indian Trade Journal" every Wednesday. The Commercial Library, a public library in nature, is also functioning under this Division. Although the division is generally manned by Indian Economic Service Officers, presently it is headed by a Senior Administrative Grade level officer of Indian Statistical Service.

Administrative Division and Hindi Unit

This division is responsible for all house-keeping works including accounts. Progressive use of Hindi is also the responsibility of this division. At present this division is headed by an Indian Statistical Service Officer, in the rank of Deputy Director.

