

### The powers and duties of officers and employees

For conducting anti-dumping investigation, investigating teams are formed under DGAD. The Investigating Team comprising of one Investigating Officer and one Costing Officer conducts detailed investigations in accordance with the provisions of Customs Tariffs Act, 1975, Anti Dumping Rules, Anti Subsidy Rules under the overall supervision and control of Designated Authority.

The work of other Sections/Divisions of DGAD is distributed as under:-

| S. No | Officer (Name & Designation) | Work allocation   | Reporting to                         | Officer/staff assisting                                   |
|-------|------------------------------|---|--------------------------------------|---|
| 1.    | Smt. Rita Mahna,<br>Director | (i) Investigating officer for cases allotted from time to time.   | Director General Anti-Dumping (DGAD) | DEO (Prateek)   |
|       |                              | (ii) Overall in-charge of Administration Division, especially work allotted to US (Admn.), work allotted to AD(SN) under S.No. 4(ii) and work allotted to AD(DA) except at S.No 5(i).   | JS-DGAD*                             | US(PKV)<br>AD(SN)<br>AD(DA)<br>DEO (Prateek)              |
|       |                              | (iii) Manage official e-mail ID of DGAD on daily basis, forward to concerned officers for appropriate action wherever required, maintain proper segregated records of all emails, take timely action on all mails, especially time bound/ urgent.<br><br>(iv) Keeping record of all confidential notifications (case wise), Preliminary | JS-DGAD*                             | AD(DA) for point (iii) and<br><br>DD(AB) for (iv) and (v) |

| S. No | Officer (Name & Designation)    | Work allocation   | Reporting to | Officer/staff assisting                     |
|-------|---------------------------------|---|--------------|---|
|       |                                 | Findings, Final Findings (Soft, Hard Copy) etc.<br>(v) Other confidential matters.  |              |   |
|       |                                 | (vi) Any other work allotted by JS/DGAD from time to time.  | JS-DGAD*     | DEO (Prateek)                               |
| 2.    | Sh. P.K. Verma, Under Secretary | (i) All Administration related work, in particular following;<br><br>a) All tenders for procurement of goods, procurement/ hiring/ outsourcing of services<br><br>b) All AMC matters<br><br>(ii) Head of Office as per powers delegated by AS&DA. | DIR-JS-DGAD* | ASO(DPS)(Sharing basis)<br><br>DEO (Dimple) |
|       |                                 | (iii) Supervision of work allotted to SO(Cash)  | DIR-JS-DGAD* | S.O. (SSL)                                  |
|       |                                 | (iv) Supervision of work allotted to SO(Gen Admn)   | DIR-JS-DGAD* | S.O. (AKM)                                  |
|       |                                 | (v) Medical reimbursement bills   | DIR-JS-DGAD* | S.O. (SSL)                                  |
|       |                                 | (vi) Accounts and Budget matters of DGAD  | DIR-JS-DGAD* |   |
|       |                                 | (vii) Any other work not specifically allotted to any DD/AD   | JS-DGAD*     | SO(Cash) for (x)                            |

| S. No | Officer (Name & Designation)     | Work allocation  | Reporting to | Officer/staff assisting                             |
|-------|----------------------------------|--|--------------|---|
|       |                                  | <p>(viii) Any other work allotted by JS/DGAD from time to time</p> <p>(ix) Restructuring DGAD into DGTR</p> <p>(x) Foreign visits files of all officers-in r/o budget part.</p> <p>(xi) Coordinating work relating to RTI applications/Appeals, sending periodical reports to CIC/ other authorities and such other related works.</p> <p>(xii) Link DDO</p> |              | DEO(Dimple)   |
| 3.    | Ms. Arti Bangia, Deputy Director | <p>(i) Compilation of various reports/ statistics/ data in particular following:</p> <p>a) Monthly Monitoring Statements prescribed internally.</p> <p>b) Keeping records of all notification (non-confidential),</p>  | DGAD         | <p>Legal Intern(Sh. Sunny)</p> <p>DEO (Manjeet)</p> |

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|-------|------------------------------|--|--------------|---|
|       |                              | <p>Initiation/Preliminary Findings, Final Finding, DoR notifications (both soft copies and hard copies) etc. and related matters, all court orders (Interim/ Final) case-wise (Tribunal/ HC/SC).</p> <p>c) Periodical compilation of country-wise and product-wise statistics.</p> |              |   |
|       |                              | <p>d) All periodical reports/ statistics/ data to be sent to WTO /DoC/ any other agency (domestic and international)</p> <p>e) Material for Monthly D.O. letter from CS to Cabinet Secretary.</p> <p>f) Inputs/ Reports to DoC for various matters, coordinate with DoC</p>        | JS-DGAD*     | <p>Legal Intern(Sh. Sunny)</p> <p>DEO (Manjeet)</p> |
|       |                              | <p>(ii) Coordination of case related/ technical matters, in particular following:</p> <p>Obtaining details from IOs/COs/other officers on issues which require overall compilation.</p>  | DGAD         |   |

| S. No | Officer (Name & Designation)                    | Work allocation   | Reporting to | Officer/staff assisting  |
|-------|---|---|--------------|--------------------------|
|       |   | (iii) Receipt of fresh applications for ADD/CVD, allocation of application/ case nos., allocation of cases to IOs/COs |              |                          |
|       |   | (iv) Daily news cuttings  | JS-DGAD      |                          |
|       |   | (v) Work relating to Library and Record Keeping   | DIR-JS-DGAD* |                          |
| 4.    | Sh. Shobhnath, Assistant Director               | (i) CO for cases specifically allotted from time to time.   | PAC-DGAD     | DEO(Poonam)              |
|       |   | (ii) Nodal officer for LIMBS and ISO certification  | DIR-JS-DGAD* |                          |
| 5.    | Ms. Devanshi Agarwal, Assistant Director (Cost) | (i) CO/ACO for cases specifically allotted from time to time.   | CO/PAC-DGAD* | DEO(Jai Bhagwan)         |
|       |   | (ii)Coordination/other work relating to website updating/web application etc.   | DIR-JS-DGAD* | ASO(DPS) (sharing basis) |
|       |   | (iii)Training/seminars/ work shop related matters (domestic/foreign).   |              | SSA(PP)                  |
|       |   | (iv)VIP references, Parliament Questions/ matters/ Assurances, PMO references Public Grievances, CAG paras,           |              | DEO(Jai Bhagwan)         |

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|-------|---------------------------------|--|-----------------|-------------------------|
|       |                                 | <p>SOM related compilation, Miscellaneous matters pertaining to anti-dumping etc.</p> <p>(v) Coordination and compilation of court cases (Tribunal, High Court, Supreme Court, etc) and receipt of various communications/ court case related notices, etc/ case related correspondence and transferring to concerned IOs/COs/officers.</p> <p>(vi) To assist DIR in managing official e-mail ID of DGAD.</p> <p>(vii) Assisting Addl. DG (RA) on technical/policy related issues.</p> |                 |                         |
|       |                                 | (viii) Any other work allotted by JS/DGAD  | JS-DGAD*        |                         |
| 6.    | Sh. S.S. Lamba, Section Officer | (i) Cash matters like salary bills, TA bills etc.  | US-DIR-JS-DGAD* | ASO(KK)                 |

| S. No | Officer (Name & Designation)     | Work allocation  | Reporting to    | Officer/staff assisting  |
|-------|----------------------------------|--|-----------------|--|
|       |                                  | <p>(ii) Duties and responsibilities of DDO</p> <p>(iii) Establishment matters</p> <p>(iv) Submission of all bills related to claims, medical reimbursement etc. except procurement related bills.</p> <p>(v) Budget and Account Matters.</p> |                 | <p>SSA(Sh. Hiralal)</p> <p>SSA(RKG)</p> <p>ASO(PG)</p>   |
|       |                                  | (vi) Assistance to Record Officer and Library In-charge  | DD(AB)          | SSA(PP)  |
| 7.    | Sh. A.K. Mishra, Section Officer | <p>(i) All purchases/procurements/ e-procurement matters of General administration.</p> <p>(ii) Submission of all bills related to procurement.</p> <p>(iii) Work allocation/management of Secretarial &amp; Contractual Staff in DGAD</p>   | US-Dir-JS-DGAD* | <p>ASO(DPS) (sharing basis)</p> <p>JSA (Sh. Vijay)</p> <p>DEO (Anil)</p> <p>For(vii) SSA(Sh.</p> |

| S. No | Officer (Name & Designation)        | Work allocation  | Reporting to    | Officer/staff assisting   |
|-------|-------------------------------------|--|-----------------|---|
|       |                                     | <p>(iv)Arrangement/overall management of various meetings organized in DGAD.</p> <p>(v) Stock register management and distribution of stationery.</p> <p>(vi) Responsibility of consignee and buyer under GeM.</p> <p>(vii) R&amp;I work/Publication work.</p> |                 | <p>Satveer &amp; Dev Singh)</p> <p>JSA(Sh. Mohinder Singh) as caretaker</p> |
| 8.    | Sh. Vivek Jayaswal, Section Officer | <p>(i) All CVD Cell matters</p> <p>(a) Engineering</p> <p>b) Non – engineering</p>   | DD(DG)-JS-DGAD* | <p>Legal Consultant</p> <p>(sharing basis)</p> <p>DEO (Nikita)</p>          |



| S. No | Officer (Name & Designation) | Work allocation  | Reporting to                           | Officer/staff assisting           |
|-------|------------------------------|--|--|-----------------------------------|
|       |                              | (ii)Coordination with DoC for various reports and any other work not specifically allotted to any other Section Officer<br><br>(iii)Liasion with LIC | US-DIR-JS-DGAD*<br><br>US-DIR-JS-DGAD* | For (iii) ASO(KK) (sharing basis) |