

The powers and duties of officers and employees

For conducting anti-dumping investigation, investigating teams are formed under DGTR. The investigating team comprising of two investigating officers(IOs) and two costing officers(COs) 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 Director General (DG).

The work of other divisions of DGTR is as under:

Sl. No	Officer's Name (Mr. / Ms.) & Designation	Work allocation	Reporting to	Officers/staff assisting
1	Siddharth Mahajan, JS & DG	(i) Overall in-charge of Administration Division, (ii) Any other work allotted by CS from time to time.	CS	Dir US SO/DDO PA DEO
2	Ravinder Kumar, Director	(i) All Administration related work, in particular following; a) All tenders for procurement of goods, procurement/ hiring/outsourcing of services b) All AMC matters (ii) Supervision of work allotted to US (Admin.) (iii) Medical re-imburement bills (iv) Foreign deputation proposals & sanction of officers (v) Accounts and budget matters of DGTR (vi) Any other work allotted by DG (vii) All purchase/procurements/e-procurement matter of General Administration (viii) Submission of all bills related to procurement (ix) Work allocation/management of Secretarial & Contractual Staff in DGTR (x) Arrangement/overall management of various meetings organized in DGTR	DG	US SO ASO DEO

		(xi) Stock register management and distribution of stationery (xii) R&I work/Publication work.		
3	Shri Rampal Singh, Under Secretary	(i) All Administration related work, in particular following; a) All tender for procurement of goods, procurement/ hiring/outsourcing of services b) All AMC matters (ii) Medical reimbursement bills (iii) Foreign deputation proposals & Sanction of officers (iv) Head of Office as per powers delegated by HoD (v) Accounts and Budget matter of DGTR (vi) All purchase/procurements/e-procurement matters of General Administration (vii) Submission of all bills related to procurement (viii) Work allocation/management of Secretarial & Contractual Staff in DGTR (ix) Arrangement/overall management of various meetings organized in DGTR (x) Stock register management and distribution of stationery (xi) Responsibility of consignee and buyer under GeM (xii) R&I work/publication work	Dir (RK)	SO ASO DEO
4	Sachin Agrawal, Assistant DGFT	(i) RTI (ii) Parliament Questions / matters.	DD (SS)	ASO DEO

5.	Yashank Pathak, Section Officer	Drawing and Disbursing & Section Officer (Cash)	Director (Admn.)	ASO DEO
6	Onkar Nath Mishra, Assistant Director (Eco)	(i) Public Grievances, (ii) PMO & VIP reference	DD(SS)	ASO DEO
7	Shri Vijay Kumar, Section Officer (Admn.-I)	General Administration including procurement of goods & services and processing of various claims, management & recording of assets (fixed & consumables) and Protocol.	US (RS)	ASO DEO
8	Sushmita Ghosh, Section Officer (Admn.-II)	(i) General Administration including procurement of goods & services and processing of various claims. (ii) Work related to Trade Defence Wing (TDW).	US (RS) & DD (PK)	ASO DEO
