

Chapter-1

Role, Functions and Organisational Set Up

The mandate of the Department of Commerce is regulation, development and promotion of India's international trade and commerce through formulation of appropriate international trade & commercial policy and implementation of the various provisions thereof. The basic role of the Department is to facilitate the creation of an enabling environment and infrastructure for accelerated growth of international trade. The Department formulates, implements and monitors the Foreign Trade Policy (FTP) which provides the basic framework of policy and strategy to be followed for promoting exports and trade. The Trade Policy is periodically reviewed to incorporate changes necessary to take care of emerging economic scenarios both in the domestic and international economy. Besides, the Department is also entrusted with responsibilities relating to multilateral and bilateral commercial relations, Special Economic Zones, state trading, export promotion and trade facilitation, and development and regulation of certain export oriented industries and commodities. The subjects under the administrative control of the Department are at Annexure 1.1.

The Department is headed by a Secretary who is assisted by an Additional Secretary & Financial Adviser, three Additional Secretaries, thirteen Joint Secretaries and Joint Secretary level officers and a number of other senior officers. Keeping in view the large increase in workload in matters related to the World Trade Organization (WTO), Regional Trade

Agreements (RTAs), Free Trade Agreements (FTAs), Special Economic Zones (SEZs), Joint Study Groups (JSGs) etc, two posts each of Joint Secretaries and Directors were created in the Department during 2008-09.

The Department is functionally organized into the following eight Divisions:

1. Administration and General Division
2. Finance Division
3. Economic Division
4. Trade Policy Division
5. Foreign Trade Territorial Divisions
6. State Trading & Infrastructure Division
7. Supply Division
8. Plantation Division.

The various offices/ organizations under the administrative control of the Department are: (A) three Attached Offices, (B) eleven Subordinate Offices, (C) ten Autonomous Bodies, (D) five Public Sector Undertakings, (E) Advisory Bodies, (F) fourteen Export Promotion Councils and (G) other Organizations. A complete list of these offices/ organizations along with the postal addresses is given at Annexure 1.2.

The broad organizational set up and major role and functions of these bodies are discussed below:

- (A) Attached Offices**
(i) Directorate General of Foreign Trade (DGFT)

This Directorate, with headquarters at New Delhi, is headed by the Director General, an officer

of the rank of Additional Secretary. Keeping in line with liberalization and globalization and the overall objective of increasing of exports, DGFT is assigned the role of a “facilitator”. It is responsible for implementing the Foreign Trade Policy with the main objective of promoting India’s exports. The DGFT also issues licenses to exporters and monitors their corresponding obligations through a network of 35 Regional Offices. The Regional Offices are located at the following places:-

| | |
|------------------------|--------------------|
| 1) Ahmedabad | 2) Amritsar |
| 3) Bangalore | 4) Bhopal |
| 5) Chandigarh | 6) Chennai |
| 7) Coimbatore | 8) Cuttack |
| 9) Dehradun | 10) Ernakulam |
| 11) Guwahati | 12) Hyderabad |
| 13) Jaipur | 14) Jammu |
| 15) Kanpur | 16) Kolkata |
| 17) Ludhiana | 18) Madurai |
| 19) Moradabad | 20) Mumbai |
| 21) New Delhi | 22) Nagpur |
| 23) Panaji | 24) Panipat |
| 25) Patna | 26) Pondicherry |
| 27) Pune | 28) Raipur |
| 29) Rajkot | 30) Shillong |
| 31) Surat | 32) Vadodara |
| 33) Varanasi | 34) Vishakhapatnam |
| 35) Thiruvananthapuram | |

To cater to the needs of the trading community of Indore region, an Extension Counter has been opened up at Indore in Madhya Pradesh. It has also been decided to open up a full fledged office at Srinagar which is likely to become operational as soon as normalcy is restored.

(ii) Directorate General of Supplies and Disposals (DGS&D)

The DGS&D, with headquarters at New Delhi, is headed by the Director General, an officer of the rank of Additional Secretary. It functions as the executive arm of the Supply Division of the Department of Commerce for conclusion of rate contracts for common user items, procurement of stores, inspection of stores, shipment and clearance of imported stores/ cargo. It has three Regional Offices located at Chennai, Mumbai and Kolkata. The functions of DGS&D are carried out through its functional wings and supporting service wings. The functional wings are the Supply Wing and the Quality Assurance Wing. The supporting service wings include Administration, Vigilance, Complaints and Public Relations, Planning and Co-ordination, Internal Work Study, Management Information Services, Litigation, etc.

The Supply Wing has commodity-wise Purchase Directorates such as Information Technology, Electrical Stores, Mechanical Engineering, Automobiles, Steel & Cement, Structural Engineering, Hardware, Workshop & Machine Tools, Wool & Leather, Paper & Paper Products, Oil & Chemicals. The handling of commodity-wise work facilitates maintenance of data bank on prices, vendors, specifications, market trends, etc. The Quality Assurance Wing has 26 offices/sub-centres (including headquarters) spread all over the country.

(iii) Directorate General of Anti-Dumping & Allied Duties (DGAD)

The Directorate General of Anti-Dumping & Allied Duties was constituted in April, 1998 and is headed by the Designated Authority of the level of Additional Secretary to the Government of India who is assisted by a Joint Secretary and

an Adviser (Cost). In addition, there are twelve Investigating and Costing Officers to conduct investigations. The Directorate is responsible for carrying out investigations and recommending, where required, under the Customs Tariff Act, the amount of anti-dumping duty/ countervailing duty on the identified articles as would be adequate to remove injury to the domestic industry.

(B) Subordinate Offices

(i) Directorate General of Commercial Intelligence and Statistics (DGCI&S)

The Directorate General of Commercial Intelligence & Statistics (DGCI&S) is the premier organization of Govt. of India for collection, compilation and dissemination of India's trade statistics and commercial information. This Directorate, with its office located at Kolkata, is headed by the Director General. It is entrusted with the work of collecting, compiling and publishing/disseminating trade statistics and various types of commercial information required by the policy makers, researchers, importers, exporters, traders as well as overseas buyers. DGCI&S collects the basic data from different customs formations in the form of DTR (Daily Trade Return) and then processes and compiles it using state-of-the-art technology.

The foreign trade data generated by the Directorate are disseminated through (i) Monthly Press Release brought out every month by the Ministry of Commerce and Industry, (ii) Monthly Foreign Trade Statistics of India by Principal Commodities & Countries, (iii) Monthly Statistics of Foreign Trade of India (Import & Export), and (iv) Quarterly Statistics of Foreign Trade of India by Countries. It also brings out an Assessment Report on India's Foreign Trade by Air, every year. As far as ancillary statistics is concerned, DGCI&S also compiles and publishes on regular basis the Inland Trade Statistics covering inter-state movements of goods

by rail, river and air, Statistics on India's customs and excise revenue collections (according to the tariff heads), Shipping Statistics, Inland Coastal Trade Statistics and Selected Statistics of Foreign Trade of India.

The Directorate brings out a number of publications on, inter alia, inland and coastal trade statistics, revenue statistics, shipping & air cargo statistics etc, which are utilized by the Government Departments as well as by trading communities and researchers. India Trade Journal, a weekly publication, is the premier publication of DGCI&S. The dynamic pages of the DGCI&S website www.dgciskol.nic.in are mainly for online data transmission.

DGCI&S has recently shifted to its new building at Anandapur, near E.M. Bye Pass, Kolkata on 11.10.2010.

(ii) Office of Development Commissioner of Special Economic Zones (SEZs)

The main objectives of the SEZ Scheme are generation of additional economic activity, promotion of exports of goods and services, promotion of investment from domestic and foreign sources, creation of employment opportunities along with the development of infrastructure facilities. All laws of India are applicable in SEZs unless specifically exempted as per the SEZ Act/ Rules. Each Zone is headed by a Development Commissioner and is administered as per the SEZ Act, 2005 and SEZ Rules, 2006. There are currently twelve Development Commissioners of SEZs. Units may be set up in the SEZ for manufacturing, trading or for service activity. The units in the SEZ have to be net foreign exchange earners but they are not subjected to any predetermined value addition or minimum export performance requirements. Sales in the Domestic Tariff Area from the SEZ units are treated as if the goods are being imported and are subject to payment of applicable customs duties.

**(iii) Pay and Accounts Office
(Supply)**

The payment and accounting functions of Supply Division, including those of DGS&D, are performed by the Chief Controller of Accounts (CCA) under the Departmentalized Accounting System. Payment to suppliers across the country are made through this organization at its headquarters in New Delhi and regional offices situated in Kolkata, Mumbai and Chennai. Internal Audit functions are also carried out in respect of 9 CDDO and 16 non-CDDO situated at various locations in the country.

**(iv) Pay and Accounts Office
(Commerce & Textiles)**

The Pay and Accounts Office, common to both the Department of Commerce and the Ministry of Textiles, is responsible for the payment of claims, accounting of transactions and other related matters through the four Departmental Pay & Accounts Offices in Delhi, two in Mumbai, two in Kolkata and two in Chennai. These Departmental Pay and Accounts Offices are controlled by the Principal Accounts Office at Delhi with the Chief Controller of Accounts (CCA) as the Head of the Department of the Accounts Wing.

(C) Autonomous Bodies

(i) Coffee Board

The Coffee Board is a statutory organisation constituted under Section (4) of the Coffee Act, 1942 and functions under the administrative control of the Ministry of Commerce and Industry, Government of India. The Board comprises 33 Members including the Chairperson, who is the Chief Executive and functions from Bangalore. The remaining 32 Members representing various interests are appointed as per provisions under Section 4(2) of the Coffee Act read with Rule 3 of the

Coffee Rules, 1955. The Board is mainly focusing its activities in the areas of research, extension, development, quality upgradation, economic & market intelligence, external & internal promotion and labour welfare. The Board has a Central Coffee Research Institute at Balehonnur (Karnataka) and Regional Coffee Research Stations at Chettalli (Karnataka), Chundale(Kerala), Thandigudi (Tamil Nadu), R.V.Nagar (Andhra Pradesh) and Diphu (Assam), and a bio-technology centre at Mysore, apart from the extension offices located in coffee growing regions of Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Orissa and North Eastern Region.

(ii) Rubber Board

The Rubber Board was set up under Section (4) of the Rubber Act, 1947. The Chairperson is the Chief Executive Officer of the Board and its headquarters is located at Kottayam in Kerala. The Board is responsible for the development of the rubber industry in the country by way of assisting and encouraging scientific, technical and economic research; providing training to growers in improved methods of planting, cultivation, manuring, spraying, harvesting; improving processing and marketing of rubber; and collecting statistics from the owners of estates, dealers, processors and rubber product manufacturers. It is also the function of the Board to secure better working conditions and provide/improve amenities and incentives to rubber plantation workers. The Rubber Production Department of the Board has five Zonal Offices, forty-four Regional Offices, a number of Field Stations/ Rubber Development Centres and Regional Nurseries. The Rubber Research Institute of India is also located at Kottayam and has ten research/breeding stations in different parts of the country.

(iii) Tea Board

The Tea Board is an autonomous body under the Ministry of Commerce & Industry, Government of India, set up as a statutory body on 1st April, 1954 as per provision under Section (4) of the Tea Act, 1953. It is an apex body, which looks after the overall interests of the tea industry. The Board is headed by a Chairperson and there are other 30 Members representing various interests pertaining to tea industry. The Board's Head Office is situated in Kolkata and there are 16 regional/ sub-regional offices throughout India. It has also three overseas offices at London, Moscow and Dubai whose activities are mostly promotional in nature. Tea Board's functions and responsibilities include measures for development of the tea industry, extending financial and technical assistance to the tea growers, manufacturers and producers, export promotion and domestic generic promotion, regulating and controlling different marketing activities including that of tea auctions, facilitating R&D activities, market liaison, assistance to labour welfare activities, maintenance of statistical data etc.

(iv) Tobacco Board

The Tobacco Board was constituted as a statutory body on 1st January, 1976 under Section (4) of the Tobacco Act, 1975. The Board is headed by a Chairperson with 25 other members, and has its headquarters at Guntur, Andhra Pradesh. The Board is responsible for the development and regulation of the tobacco industry. The Board also has a Directorate of Auctions at Bangalore and 18 auction platforms across the states of Andhra Pradesh and Karnataka. The primary functions of the Board include regulating the production and curing of Virginia Tobacco; keeping a constant watch on the Virginia Tobacco market in India and abroad; ensuring fair and remunerative prices

to growers; maintaining and improving existing markets and developing new markets abroad by devising appropriate marketing strategies. The Board is entrusted with the task of recommending to the Central Government the minimum prices that may be fixed; regulating tobacco marketing in India with due regard to the interest of growers, manufacturers and dealers; propagating information useful to growers, traders and manufacturers and purchasing Virginia Tobacco from the growers when the same is considered necessary for protecting the interests of growers.

(v) Spices Board

The Spices Board was constituted as a statutory body on 26th February, 1987 under Section (3) of the Spices Board Act, 1986. The Board is headed by a Chairperson with its Head Office at Kochi and is responsible for the development of cardamom industry and promoting the export of all the 52 spices listed in the schedule of the Spices Board Act, 1986. The primary functions of the Board include production development of small and large cardamom; development, promotion and regulation of export of spices. The Board is also responsible for implementing programmes for development of spices in North Eastern region and organic spices in the country. The activities of the Board include issue of certificate of registration as exporter of spices; undertaking programmes and projects for promotion of export of spices like setting up of spices parks, support of infrastructure improvement in spices processing, assisting and encouraging studies and research on medicinal properties of spices, development of new products, improvement of processing, grading and packaging of spices; striving towards stabilization of prices of spices for export and controlling & upgrading quality for export (including setting up of regional quality evaluation labs and training centers). With regard to cardamom, the domestic marketing is facilitated

through e-auctions by registered auctioneers and dealers. The research activities on cardamom are also done by the Spices Board.

(vi) The Marine Products Export Development Authority (MPEDA)

The Marine Products Export Development Authority was set up as a Statutory Body in 1972 under an Act of Parliament (No.13 of 1972). The Authority, with its headquarters at Kochi and field offices in all the maritime States of India, is headed by a Chairperson. The Authority is responsible for development of the marine industry with special focus on marine exports. Besides, it has Trade Promotion Offices in Tokyo (Japan) and New York (USA).

(vii) Agricultural and Processed Food Products Export Development Authority (APEDA)

The Agricultural and Processed Food Products Export Development Authority (APEDA) was established in 1986 as a Statutory Body under an Act of Parliament. The Authority, with its headquarters at New Delhi, is headed by a Chairperson. The Authority has five Regional Offices at Guwahati, Hyderabad, Kolkata, Bangalore & Mumbai and is entrusted with the task of promoting agricultural exports, including the export of processed foods in value added form. APEDA has also been entrusted with monitoring of export of 14 agricultural and processed food product groups listed in the Schedule to the APEDA Act. APEDA has been actively engaged in the development of markets besides upgradation of infrastructure and quality to promote the export of agro products. In its endeavour to promote agro products, APEDA provides financial assistance to the registered exporters under its Schemes for Market Development, Infrastructure Development, Quality Development, Research & Development and Transport Assistance. During the

year 2009, APEDA has been empowered by an Act of Parliament to enforce the Intellectual Property Right (IPR) of Geographical Indications (GI) for Basmati Rice.

(viii) Export Inspection Council (EIC)

The Export Inspection Council was set up as a Statutory Body on 1st January, 1964 under Section 3 of the Export (Quality Control and Inspection) Act, 1963 to ensure sound development of export trade of India through quality control and inspection and for matters connected therewith. The Council is an advisory body to the Central Government, with its office located at New Delhi and is headed by a Chairperson. The Executive Head of the EIC is the Director of Inspection & Quality by Control who is responsible for the enforcement of quality control and compulsory pre-shipment inspection of various commodities meant for export and notified the Government under the Export (Quality Control and Inspection) Act, 1963. The Council is assisted in its functions by the Export Inspection Agencies (EIAs), which are field organizations located at Chennai, Delhi, Kochi, Kolkata and Mumbai and have state-of-art and accredited laboratories with the required logistic support for quality certification activities. These Agencies have a network of thirty five sub-offices and laboratories located at different ports or major industrial centres to back up the pre-shipment inspection and certification activities.

(ix) Indian Institute of Foreign Trade (IIFT)

The Indian Institute of Foreign Trade (IIFT) was set up by the Ministry of Commerce & Industry, Government of India in 1964 with the objective of strengthening the country's external trade sector through development of human resources; generating, analysing and disseminating trade data; conducting research and providing consultancy services. The Institute has been pioneer in

imparting training in foreign trade management in the country and undertaking research and consultancy in various areas of international business. The Institute was accorded the status of Deemed University in May 2002 by the University Grants Commission (UGC) and accredited in May 2005 as an "A" grade institution by National Assessment and Accreditation Council (NAAC). A review of the Institute was undertaken by an Expert Committee of the UGC which visited the Institute during 29-30 January, 2010. After looking into the academic and physical infrastructure of the Institute, maintenance of standards with regard to availability of qualified faculty and status of accreditation by NAAC, the Committee observed that the functioning of the Institute is more than satisfactory.

The Institute has emerged as a major centre of international business education by aligning its teaching, research and training capabilities with its core vision over the years and by constantly striving to create academic excellence through its four academic divisions, viz., Graduate Studies Division (GSD), Research Division (RD), Management Development Programmes (MDPs) Division and International Collaboration and Capacity Development (ICCD) Division. Each Division caters to competency development in a specific area and contributes to the overall growth of the institute.

(x) Indian Institute of Packaging (IIP)

The Indian Institute of Packaging (IIP), Mumbai was set up in 1966 by the packaging fraternity in association with the Ministry of Commerce & Industry. The primary objective of the Institute is to stimulate consciousness of good packaging; undertake and promote R&D in packaging technology and package design, provide short-term and long-term educational and training programme in packaging technology. IIP also organizes seminars and conferences in collaboration with different

Ministries/Departments of the Government, and industry associations. The Institute has its regional branches in Delhi, Kolkata, Chennai, and Hyderabad.

(D) Public Sector Undertakings (PSUs)

(i) State Trading Corporation of India Limited (STC)

STC was set up on 18th May, 1956, primarily with a view to undertake trade with East European Countries and to supplement the efforts of private trade and industry in developing exports from the country. STC has played an important role in country's economy by arranging imports of essential items of mass consumption (such as wheat, pulses, sugar, etc.) into India and developing exports of a large number of items from India. The core strength of STC lies in handling exports/ imports of bulk agro commodities. During the past 4-5 years, STC has diversified into exports of steel raw materials, gold jewellery and imports of bullion, hydrocarbons, minerals, metals, fertilizers, petro-chemicals, etc. Achieving record breaking performances year-after-year, STC is today able to structure and execute trade deals of any magnitude, as per the specific requirement of its customers.

STCL Ltd., having its headquarters at Bangalore, is a subsidiary of STC. It was initially established in 1982 as Cardamom Trading Corporation Ltd., a Government of India undertaking under the Ministry of Commerce & Industry. The company diversified its trading activities from cardamom to spices to become Spices Trading Corporation Ltd., in 1987. With globalization and opening of trade world over, the Spices Trading Corporation Ltd. was renamed as STCL Ltd. STCL became a wholly owned subsidiary of the State Trading Corporation of India Ltd. in 1999. STCL is involved in trading of spices, value added spice products, agricultural

commodities, fertilizers and pesticides. The CMD of STC is the Chairman of STCL Ltd.

(ii) MMTC Limited

The MMTC Limited (Minerals and Metals Trading Corporation) was created in 1963 as an individual entity on separation from State Trading Corporation of India Ltd. primarily to deal in exports of minerals and ores and imports of non-ferrous metals. In 1970, MMTC took over imports of fertilizer raw materials and finished fertilizers. Over the years import and export of various other items like steel, diamonds, bullion, etc. were progressively added to the portfolio of the company. Keeping pace with the national economic development, MMTC has grown over the years to become the largest trading organization in India.

(iii) PEC Limited

The PEC Ltd (Project and Equipment Corporation of India) was carved out of the STC in 1971-72 to take over the canalized business of STC's railway equipment division, to diversify into turn-key projects especially outside India and to aid and assist in promotion of exports of Indian engineering equipment. With effect from 23rd May, 1990, PEC became a subsidiary of the then newly formed Holding Company, Bharat Business International Ltd. Thereafter, from 27th March, 1991, PEC became an independent company directly owned by Government of India. The main functions of PEC Ltd. includes export of projects, engineering equipment and manufactured goods, defence equipment & stores; import of industrial raw materials, bullion and agro commodities; consolidation of existing lines of business and simultaneously developing new products and new markets; diversification in export of non-engineering items eg. coal and coke, iron ore, edible oils, steel

scraps, etc.; and structuring counter trade/ special trading arrangements for further exports.

(iv) Export Credit Guarantee Corporation of India Limited (ECGC)

The Corporation was established in 1957 as the Export Risk Insurance Corporation of India Ltd. Keeping in view the wider role played by the Corporation, the name was changed to Export Credit Guarantee Corporation of India Ltd. (ECGC). ECGC is the premier organization in the country which offers credit risk insurance cover to exporters, banks, etc. The primary objective of the Corporation is to promote country's exports by covering the risk of export on credit. It provides: (a) a range of insurance covers to Indian exporters against the risk of non-realization of export proceeds due to commercial or political causes and (b) different types of guarantees to banks and other financial institutions to enable them to extend credit facilities to exporters on liberal basis.

(v) India Trade Promotion Organization (ITPO)

Following the merger of the Trade Fair Authority of India (TFAI) and the Trade Development Authority (TDA), India Trade Promotion Organisation (ITPO) came into existence in 1992. ITPO is the premier trade promotion agency of India and provides a broad spectrum of services to trade and industry so as to promote India's exports. These services include organisation of trade fairs in India and abroad, Buyer-Seller Meets and Contact Promotion Programmes apart from information dissemination on products and markets. With its Headquarters at Pragati Maidan, New Delhi and regional offices at Bangalore, Chennai, Kolkata and Mumbai, ITPO ensures representative participation of trade and industry from different regions of the country in its events in India and abroad

(E) Export Promotion Councils (EPCs)

Presently, there are fourteen Export Promotion Councils under the administrative control of the Department of Commerce. Names and addresses of these Councils are given in Annexure 1.2. These Councils are registered as non-profit organizations under the Companies Act/ Societies Registration Act. The Councils perform both advisory and executive functions. The role and functions of these Councils are guided by the Foreign Trade Policy, 2009-14. These Councils are also the registering authorities for exporters under the Foreign Trade Policy 2009-14.

(F) Advisory Bodies

(i) Board of Trade (BOT)

The Board of Trade was set up on 5th May, 1989 with a view to provide an effective mechanism to maintain continuous dialogue with trade and industry in respect of major developments in the field of International Trade. The Board was reconstituted on 16th July, 2009 under the Chairmanship of Commerce & Industry Minister vide order No.01/94/180/438/AM05/BOT/PC-V. The Board, inter-alia, advises the Government on policy measures connected with the Foreign Trade Policy in order to achieve the objectives of boosting India's exports (Box: 1.1).

Box: 1.1

Terms of reference of the Board of Trade

- To advise the Government on Policy measures for preparation and implementation of both short & long term plans for increasing exports in the light of emerging national and international economic scenario;
- To review export performance of various sectors, identify constraints and suggest industry specific measures to optimize export earnings;
- To examine the existing institutional framework for imports and exports and suggest practical measures for further streamlining to achieve the desired objectives; and
- To review the policy instruments and procedures for imports and exports and suggest steps to rationalize and channelize such schemes for optimum use.

(ii) Inter State Trade Council

The Inter State Trade Council was set up on 24th June, 2005 with a view to serve as a mechanism for institutionalized dialogue between the Union and the States in matters relating to trade facilitation and to create a framework for making States partners in India's export effort. The Council is represented by Chief Ministers of the States or State Cabinet Ministers nominated by Chief Ministers, Lt. Governors or Administrators of the Union Territories or their nominees, Secretaries of the Departments of Commerce, Revenue, Industrial Policy & Promotion, Agriculture & Cooperation,

Shipping, Road Transport & Highways, Ministries of External Affairs, Power and Chairman, Railway Board. It also co-opts the Chairman-cum-Managing Director of Export Credit Guarantee Corporation, Managing Director of EXIM Bank, Deputy Governor of Reserve Bank of India, Chairman of Agricultural and Processed Food Products Export Development Authority, Chairman of Marine Products Export Development Authority and presidents of CII, FICCI, FIEO, ASSOCHAM and Export Promotion Council for EOUs/ SEZs.

(G) Other Organizations

(i) Federation of Indian Export Organizations (FIEO)

The Federation of Indian Export Organizations set up in 1965, is an apex body of various export promotion organizations and institutions with its major regional offices at Delhi, Mumbai, Chennai and Kolkata. The main objective of FIEO is to render an integrated package of services to various organizations connected with export promotion. It provides the content, direction and thrust to India's global export effort. It also functions as a primary servicing agency to provide integrated assistance to its members comprising professional exporting firms holding recognition status granted by the government, consultancy firms and service providers. The Federation organizes seminars and arranges participation in various exhibitions in India and abroad. It also brings out 'FIEO News', for creating awareness amongst its member exporters and importers.

(ii) Indian Council of Arbitration (ICA)

The Indian Council of Arbitration, India's premier Arbitral Institution, is a society registered under the Societies Registration Act, 1860 operating on no profit basis, with its head office in New Delhi and eight branches with a pan India network. The organization originally established in 1965 promotes and administers the use of alternative dispute resolution mechanisms in commercial disputes. The main objectives of the Council is to promote the knowledge and use of arbitration and provide arbitration facilities for amicable and quick settlement of commercial disputes with a view to maintaining the smooth flow of trade, particularly export trade on a sustained and enduring basis.

(iii) Indian Diamond Institute (IDI)

With the objective of enhancing the quality, design and global competitiveness of the Indian Jewellery, the Indian Diamond Institute was established as a society in 1978 with its office located at Surat. The Institute is sponsored by the Department of Commerce and patronized by the Gems and Jewellery Export Promotion Council (GJEPC). The institute conducts various diploma and other courses related to diamond trade and industry. The three year diploma course on Diamond, Gem & Jewellery Design & Manufacture conducted by IDI has been accredited by the All India Council for Technical Education (AICTE). The institute also has certification services for diamonds, coloured stones and gold jewellery. IDI has a Gem Testing Laboratory, which is ISO 9001:2008 certified. The Institute has an R&D centre, duly recognised by the Scientific & Industrial Research Organisation (SIRO) under Ministry of Science & Technology, Government of India. The Institute has been recognized world over as a Diamond Certification and Grading Laboratory. The Institute also has Sardar Vallabhbhai Patel Centre of Jewellery Design and Manufacture (SVJDM) & state-of-the-art IDI-City Centre offering advanced courses in jewellery design and manufacture.

(iv) Footwear Design & Development Institute (FDDI)

Footwear Design and Development Institute was established in the year 1986 as a society under the Societies Registration Act, 1860 with an objective to train the professional manpower for footwear industry. The Institute is an ISO:9001 and ISO:14001 certified Institute, which conducts wide range of long term and short term programmes in the area of Retail Management, Fashion, Footwear Merchandising, Marketing, Creative Design, and Leather Goods & Accessories Design, etc. The institute provides one stop solution to the footwear

industry and is internationally acclaimed as one of the premier institutes in the area of footwear design, technology and management.

(v) National Centre for Trade Information (NCTI)

The National Centre for Trade Information (NCTI) was incorporated on 31st March, 1995 as a company under Section 25 of Companies Act, 1956. The company started functioning w.e.f. March 1996. It has a Board of Directors for administration of its affairs, which includes representatives from Ministry of Commerce & Industry, National Informatics Centre (NIC), Indian Institute of Foreign Trade (IIFT), and Directorate General of Commercial Intelligence & Statistics (DGCI&S).

The ITPO and NIC are co-promoters of the company and have contributed a sum of Rs.4.00 crore (Rs.2.00 crore each) as Corpus Fund in the equity contribution of the company. The ITPO provides fully furnished office space and the NIC provides the software and hardware against their equity contribution in kind.

The Centre provides value added information in the field of electronic trading opportunities, live trade leads from World Trade Point Federation (WTPF), trade data analysis and organized export awareness seminars and updating/uploading information on its website. It has uploaded on its website 52 issues of Trade Point-India containing approximately 250 trade leads each week.

(vi) Price Stabilization Fund Trust (PSF)

The Price Stabilization Fund (PSF) Scheme was launched by Government of India in April 2003 against the backdrop of decline in international and domestic prices of tea, coffee, rubber, and tobacco causing distress to primary growers. The growers of these commodities were particularly affected due to substantial reduction in unit value realization for these crops, at times falling below their cost of production. The objective of the scheme is to safeguard the interests of the growers of these commodities and provide financial relief when prices fall below a specified level. The scheme is being operationalized through the Price Stabilization Fund Trust. As on 30 November 2010, deposits in the PSF Corpus Fund were Rs.435.44 crore, out of which Rs.432.88 crore was contributed by GOI and Rs.2.56 crore by growers by way of entry fee.

A Personal Accident Insurance Scheme is also under implementation by PSFT through National Insurance Corporation Ltd., which covers the growers in the sectors of tea, coffee, rubber, tobacco and spices (chillies, cardamom, ginger, turmeric and pepper) having plantations upto 4 hectares only. The scheme covers all plantation workers working on these plantations regardless of the size of holdings. The insurance cover is upto Rs.1.00 lakh per person. The premium of Rs.17/- is shared between the beneficiary and the PSF Trust in the ratio 50:50. The target is 57.17 lakh growers and workers.

Annexure-1.1

Work Allocated to Department of Commerce in accordance with the Allocation of Business Rules, 1961

I. International Trade

- International Trade and Commercial Policy including tariff and non-tariff barriers.
- International Agencies connected with Trade Policy (eg. UNCTAD, ESCAP, ECA, ECLA, EEC, EFTA, GATT/WTO, ITC and CFC).
- International Commodity Agreements other than agreements relating to wheat, sugar, jute and cotton.
- International Customs Tariff Bureau including residuary work relating to the Tariff Commission.

II. Foreign Trade (Goods & Services)

- All matters relating to foreign trade.
- Import and Export Trade Policy and Control excluding matters relating to-
 - Ø Import of feature films;
 - Ø Export of Indian films- both feature length and shorts; and
 - Ø Import and distribution of cine-film (unexposed) and other goods required by the film industry.

III. State Trading

- Policies of state trading and performance of organizations established for the purpose and including -
 - o The State Trading Corporation of India Limited and its subsidiary, STCL Ltd. (formerly, Spices Trading Corporation Ltd.) [excluding Handicrafts and Handlooms Export Corporation and Central Cottage Industries Corporation; the Tea Trading Corporation of India Limited, which are no longer subsidiaries of STC];
 - o Projects & Equipment Corporation of India Limited (PEC);
 - o India Trade Promotion Organization

and its subsidiaries; and

- o Minerals and Metals Trading Corporation and its subsidiaries.
- Production, distribution (for domestic consumption and exports) and development of plantation crops, tea, coffee, rubber, spices, tobacco and cashew.
- Processing and distribution for domestic consumption and exports of instant tea and instant coffee:-
 - (a) Tea Board.
 - (b) Coffee Board.
 - (c) Rubber Board.
 - (d) Spices Board.
 - (e) Tobacco Board.

IV. Management of Certain Services

- Cadre Management of Indian Trade Service and all matters pertaining to training, career planning and manpower planning for the service.
- Cadre Management of Indian Supply Service and all matters pertaining to training, career planning and manpower planning for the service.
- Cadre Management of Indian Inspection Service and all matters pertaining to training, career planning and manpower planning for the service.

V. Special Economic Zones

- All matters relating to development, operation and maintenance of special economic zones and units in special economic zones, including export and import 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 Ministry of Finance or failing such concurrence with the approval of the Cabinet.

VI. Export Products and Industries and Trade Facilitation

- Gems and Jewellery.
- Matters relating to Export Promotion Board, Board of Trade and International Trade Advisory Committee.
- Matters relating to concerned Export Promotion Councils/Export Promotion Organizations.
- Indian Institute of Foreign Trade and Indian Institute of Packaging.
- Indian Diamond Institute and Footwear Design and Development Institute.
- Coordination for export infrastructure.
- Development and expansion of export production in relation to all commodities, products, manufacturers and semi-manufacturers including -
 - o agricultural produce within the meaning of the Agricultural Produce (Grading and Marking) Act, 1937 (1 of 1937);
 - o marine products;
 - o industrial products (engineering goods, chemicals, plastics, leather products, etc.);
 - o fuels, minerals & mineral products; and specific export oriented products including plantation crops, etc. but excluding jute products and handicrafts.

- All organizations and institutions connected with the provision of services relating to the export effort including -
 - o Export Credit and Export Insurance including Export Credit Guarantee Corporation Limited;
 - o Export Inspection Council Standards including Quality Control;
 - o Directorate General of Commercial Intelligence and Statistics; and
 - o Free Trade-Zones.
- Projects and programmes for stimulating and assisting the export efforts.

VII. Attached and Subordinate Offices

- Directorate General of Foreign Trade.
- Directorate General of Supplies and Disposals.
- Directorate General of Anti-Dumping and Allied Duties and related matters.
- Directorate General of Commercial Intelligence and Statistics.

VIII. Statutory Bodies

- Marine Products Export Development Authority.
- Agricultural and Processed Food Products Export Development Authority.

IX. Miscellaneous

Purchase and inspection of stores for Central Government Ministries/ Departments including their attached and subordinate offices and Union Territories, other than the items of purchase and inspection of stores which are delegated to other authorities by general or special order.

Annexure-1.2

Attached Offices/ Subordinate Offices/ Autonomous Bodies/ Public Sector Undertakings/ Export Promotion Councils/Other Organizations under the Department of Commerce

Attached Offices

| | |
|---|---|
| 1. Directorate General of Foreign Trade, Udyog Bhavan, New Delhi – 110 107. | 9. Indore Special Economic Zone, Sector-III, Pithampur (M.P.) |
| 2. Directorate General of Supplies & Disposals, Jeevan Tara Building, Parliament Street, New Delhi - 110 001. | 10. Pay and Accounts Office (Commerce), Udyog Bhavan, New Delhi - 110 107 |
| 3. Directorate General of Anti-Dumping & Allied Duties, Udyog Bhavan, New Delhi – 110 107. | 11. Pay and Accounts Office (Supply), Akbar Road Hutments, New Delhi. |

Subordinate Offices

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| 1. Directorate General of Commercial Intelligence and Statistics, No. 1, Council House Street, Kolkata – 700 001. |
| 2. Cochin Special Economic Zone, Administrative Building, Kakkanad, Cochin – 600 030. |
| 3. Falta Special Economic Zone, IInd MSO Building, 4th Floor, R.No. 44, Nizam Palace Complex, 234/4, AIC Bose Road, Kolkata – 700 020. |
| 4. Madras Special Economic Zone, National Highway 45, Tambaram, Chennai – 600045. |
| 5. Kandla Special Economic Zone, Gandhidham, Kachchh-3702309 (Gujarat) |
| 6. SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096. |
| 7. Visakhapatnam Special Economic Zone, Administrative Building, Duvvada, Visakhapatnam – 530046 |
| 8. Noida Special Economic Zone, Surajpur Dadri Road, Noida – 201305 |

Autonomous Bodies

| |
|---|
| 1. Coffee Board, 1, Dr. B.R. Ambedkar Veedhi, Bangalore – 560001. |
| 2. Rubber Board, Sub-Jail Road, P.B. No. 1122, Kottayam - 686002. |
| 3. Tea Board, 14, BTM Sarani, Brabourne Road, P.B. No. 2172, Kolkata – 700001. |
| 4. Tobacco Board, P.B.No.322, Guntur – 522004. |
| 5. Spices Board, Sugandha Bhavan, N.H. Bypass, PB-2277, Palarivattom P.O., Cochin – 682025. |
| 6. Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036. |

Public Sector Undertakings

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|---|
| 1. State Trading Corporation of India Jawahar Vyapar Bhavan Tolstoy Marg, New Delhi - 110 001. |
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Subsidiary of STC

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| 1. STCL Ltd., 166/2, 13th Main Road, Vasanthnagar, Bangalore – 560052 |
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| 2. MMTC Ltd., Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi - 110 003. |
| 3. PEC Ltd., "Hansalaya" 15, Barakhamba Road, New Delhi - 110 001. |
| 4. Export Credit Guarantee Corporation of India Ltd Express Towers, P.B. No. 373, Nariman Point, Mumbai - 400 021 |
| 5. India Trade Promotion Organization, Pragati Maidan, Mathura Road, New Delhi - 110 001 |

Export Promotion Councils

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|---|
| 1. Chemexcil, Jhansi Castle, 4th Floor,7, Cooperage Road, Mumbai – 400039. |
| 2. CAPEXIL, "Vanijya Bhawan",International Trade Facilitation Centre, 1/1 Wood Street,3rd Floor, Kolkata – 700016 |
| 3. Cashew Export Promotion Council of India, P.B. No. 1709,Chittor Road, Ernakulam South, Cochin - 682016. |
| 4. Council for Leather Exports, No.1, CMDA Tower II, III floor, Gandhi Irwin Road,Egmore, Chennai - 600 008 |
| 5. EEPC "Vanijya Bhawan", International Trade Facilitation Centre, 1st Floor, 1/1 Wood Street, Kolkata – 700016, West Bengal. |
| 6. Gems & Jewellery Export Promotion Council, Diamond Plaza, 5th Floor, 391-A, Dr.D.Bhadkamkar Marg, Mumbai – 400004. |

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| 7. Project Exports Promotion Council of India (PEPC), H-118, Himalaya House, 11th Floor,23, Kasturba Gandhi Marg, New Delhi – 110001. |
| 8. Plastics Export Promotion Council, Crystal Tower, Ground Floor, Gundiwali Road No.3, Opp. Sir M.V. Road, Andheri (East), Mumbai – 400069. |
| 9. Shellac Export Promotion Council, "Vanijya Bhawan", International Trade Facilitation Centre, 1/1 Wood Street, 2nd Floor, Kolkata – 700016. |
| 10. Sport Goods Export Promotion Council, 1-E/6, Swami Ram Tirth Nagar, Jhandewalan Extension, New Delhi – 110055. |
| 11. Export Promotion Council for EOUs & SEZ Units, 705, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi-110066 |
| 12. Pharmexcil, 101, Aditya Trade Centre, Ameerpeth, Hyderabad-500 038, Andhra Pradesh. |
| 13. Indian Oil Seeds & Produce Export Promotion Council, 78-79, Bajaj Bhawan, Nariman Point, Mumbai – 400 021. |
| 14. Services Export Promotion Council 705, Bhikaji Cama Bhavan, Bhikaji Cama Place, New Delhi-110066. |

Other Organizations

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|---|---|
| 1. Federation of Indian Export Organizations, Niryat Bhawan, Rao Tula Ram Marg, Opp. Army Hospital (Research & Referral), New Delhi-110057. | 4. Footwear Design & Development Institute, A-10/A, Sector-24, Noida – 201301, Gautam Budh Nagar, Uttar Pradesh. |
| 2. Indian Council of Arbitration, Federation House, Tansen Marg, New Delhi-110003 | 5. National Centre for Trade Information, NCTI Complex, Pragati Maidan, New Delhi - 110 001. |
| 3. Indian Diamond Institute, Katargam, GIDC, Sumul Dairy Road, P.B. No. 508, Surat-395008, Gujarat. | 6. Price Stabilisation Fund Trust, Room No.2003. 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, Connaught Place. New Delhi - 110 001. |

ORGANISATIONAL CHART OF DEPARTMENT OF COMMERCE

Minister of Commerce & Industry (Shri Anand Sharma)

Minister of State for Commerce & Industry (Shri Jyotiraditya Scindia)

Commerce Secretary (Shri Rahul Khullar)

| Special Secretary (PKC) | | Additional Secretary & Financial Adviser (RSK) | | | Additional Secretary (RK) | | | AS (Vacant) | | | | | | |
|---|---|--|---|---|---|---|---|---|---|-------------------------|------------------------|---|-------------------|-----------------------|
| Foreign Trade(State Trading), Foreign Trade(Mineral & Oris), Foreign Trade(Europe including enlarge European Union), SEZ, EOU/FOI, Foreign Investment Promotion Board(EP) | | Finance, Budget & Accounts, IWSU/O&M/CM&T, E&MDA, India Brand Equity Fund, Trade Finance, | | | TPD(Agriculture, Safeguards, SPS, TBT, TNC and General Council, Centre for WTO Studies, Environment and Labour, STEs, BIP, Ministerial Conference, TPD (Coordination and Administration), TPD (Services) | | | | | | | | | |
| JS(VJ) | JS(DSD) | JS(JSD) | JS(AS) | JS(BSS) | JS(S) | JS(AM) | JS(AGM) | JS(SC) | JS(A Saxena) (in-situ) | JS(TS) (in-situ) | Adv. Cost (SKS) | EA(AP) | EA (MNL) | Addl. DG (MB) |
| Plantations, Science & Technology Coordination, National Steering Committee on Organic Products, North East Cell, Export Promotion (Overseas Project), Chairperson Export Inspection Council, Right to Information Act, Offset Policy, Appellate Committee on Enforcement Cases | FT(Africa), FT(WANA), EP(MP), EP(Textiles), EI & EP, IBSA, Administration & Establishment | FT(China, Australia & New Zealand), Trade Promotion (ITPO, NCTI, IIFT, IIP), EP (Service Exports), EP(OP), EP(ECS) and Supply Division | TPD(NAMA, Textiles; Disputes Settlement and Rules, Trade Facilitation, Customs valuation, Import Licensing Procedures, RMTR and CRTA, APTA, BIMSTEC, GSP, Accession, CTD and Aid for Trade Initiative, Trade & Transfer of Technology, Trade Debt and Finance, Electric Commerce). UNCTAD India Project, UNCTAD (including GSTP), Small Economics and LDCs, TRIPS, Investment (including TRIMs) and Competition, Government Procurement | FT(Europe), Anti-Dumping and subsidies, Board of Safeguards | FT(Coord.), FT(NEA) excluding China, EP(Agril), Bio-technology and RTI Act. FT(GIS), Infrastructure (ASIDE) Scheme, States Cell, Trade Finance Division, Public Grievances and Hindi Division | FT(SA/ SAARC/ Iran), E&MDA, MAI, ECGC, IBEF & Exim Bank | FT(LAC), FT(NAFTA/ AM), EP(LSG), SEZ, EOU/ FOI, EP(G&J), Kimberley Process and Vigilance. | FT(ASEAN), ESCAP, EP(CAP), EP(Engg), GSI India and Parliament | EP(G&J), Trade Finance, Public Grievance, FT(Coord.), Kimberley Process., E-I, E-IV, TA/TC, EP(LSG) | SEZs/ EOUS/ FOIs | Anti-Dumping | Five Year Plan and Mid Term Review; Annual Report, Performance Budget & Outcome Budget; Sectoral studies on Exports; Selected macro economic indicators; Advice on economic aspects of globalisation, WTO issues and other proposals. | Economic Division | Trade Policy Division |

* (in-situ)