

Chapter-1

ROLE, FUNCTIONS AND ORGANIZATIONAL 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 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 & 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 four Additional Secretaries, including an Additional Secretary & Financial Adviser, thirteen Joint Secretaries and Joint Secretary level officers and a number of other senior officers. Keeping in view the large increase in workload in trade related activities in the matters of 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. In order to take care of the expansion of work in the Department, a

re-organization exercise was carried out and Joint Secretary level officers were assigned responsibilities for Europe Division and Services Division.

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 Division
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 of Foreign Trade.

It is responsible for implementing the Foreign Trade Policy with the main objective of promoting Indian exports. The DGFT also issues licences to exporters and monitors their corresponding obligations through a network of 35 Regional Offices. The Regional Offices are located at the following places:-

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

In addition to the above 35 Regional Offices, one extension counter at Srinagar is also functioning. All DGFT offices provide facilitation to exporters in regard to developments in the area of international trade, i.e. WTO agreements, Rules of Origin and SPS requirements, Anti-Dumping issues, etc. to help the exporters to strategize their import and export decisions in an internationally dynamic environment.

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

The DGS&D, with headquarters at New Delhi, is headed by the Director General. 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, 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 27 offices / sub-centres 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, Adviser (Cost) and Additional Economic Adviser. Besides, there are twelve Investigating and Costing Officers to conduct investigations. The Directorate is responsible for carrying out investigations and recommending, where required, under Customs Tariff Act, the amount of anti-dumping duty/ countervailing duty on the identified articles which

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 and provide access to data under PIS (Priced Information System).

(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/

Box 1

VAANIJYA: Trade journal of DGCI&S

VAANIJYA is a unique analytical bi-annual publication on foreign trade and trade related issues. The first issue of VAANIJYA was published in September 2006. This special issue of the VAANIJYA was in celebration of 100 years of the Indian Trade Journal. The articles of the first issue have been widely acclaimed. From the second issue VAANIJYA has become a freely available e-book on the website www.dgciskol.nic.in.

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 eight 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 is made through this organization.

(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 was set up under Section (4) of the Coffee Act, 1942. The Board is headed by

a Chairman and functions from Bangalore. The Board administers four Regional Coffee Research Stations, a Coffee Research Institute, a number of Regional Field Stations and Coffee Demonstrations Farms. The primary functions of the Board include formulating and implementing programmes and projects for growth and development of the coffee industry; promoting coffee consumption in India and exports in the international market; supporting research; extension and developmental activities for raising productivity; evolving pest and disease resistant varieties; and prescribing and enforcing quality standards at all stages.

(ii) Rubber Board

The Rubber Board was set up under Section (4) of the Rubber Act, 1947. The Board is headed by a Chairman with headquarters at Kottayam. It has four Zonal Offices, forty two Regional Offices, a number of Field Stations, Rubber Development Centers and Regional Nurseries. The Board is responsible for the development of the rubber industry by way of assisting and encouraging scientific, technical and economic research; supplying technical advice to rubber growers; training growers in improved methods of planting, cultivation and manuring and collecting statistics from the owners of estates, dealers, manufacturers.

(iii) Tea Board

The Tea Board was constituted as a Statutory Body on 1st April, 1954 under Section (4) of the Tea Act, 1953. The Board is headed by a Chairman with head office at Kolkata. As an apex body for the tea industry in India, the Board has fifteen Regional and Sub-Regional Offices spread over different parts of India and three foreign offices in London, Moscow and Dubai. The primary functions of the Board include rendering financial and technical assistance for cultivation, manufacture, marketing of tea; promoting

tea exports; aiding research and developmental activities for augmentation of tea production and improvement of tea quality; encouraging and assisting the unorganized small growers sector financially and technically and collecting & maintaining statistical data and its publication for the benefit of growers, processors and exporters.

(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 Chairman with headquarters at Guntur, Andhra Pradesh, and is responsible for the development 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 also 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. Recently, the Board has initiated to work out a rehabilitation package to FCV tobacco farmers who wish to shift out of tobacco cultivation.

(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 Chairman 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 Spices Board Act, 1986. The primary functions of the Board include increasing the production and productivity of small and large cardamom; development, promotion and regulation of export of spices; assisting and encouraging studies and research for improvement of processing, grading and packaging of spices; striving towards stabilization of prices of spices for export and upgrading quality for export. In regard to cardamom, the Board also provides financial and other assistance for cultivation and processing of cardamom; monitoring prices; increasing domestic consumption; improving marketing; undertaking, assisting or encouraging scientific, technological and economic research and improving quality. The Board also implements programmes for development of exotic and high value spices like vanilla, herbal spices and organic spices. It also supports programmes aimed at better post harvest practices.

(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 Chairman. The Authority is responsible for development of the marine industry with special focus on marine exports. Besides, it has Trade Promotion Offices at 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 was set up in 1986

as a Statutory Body under an Act of Parliament. The Authority, with its headquarters at New Delhi, is headed by a Chairman. 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. The Authority extends assistance to its registered exporters for promoting export of agri and processed food products under its Schemes for Infrastructure Development, Market Development, Quality Development, Research and Development, Transport Assistance and Special Floriculture Rehabilitation Fund for sick floriculture units.

(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 Chairman. The Executive Head of the EIC is the Director of Inspection & Quality Control who is responsible for the enforcement of quality control and compulsory pre-shipment inspection of various commodities meant for export and notified by 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 laboratories with the required logistic support for quality certification activities. These Agencies have a network of thirty six 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 was registered in May, 1963 under the Societies Registration Act, 1860. The Institute, with its head office at New Delhi and one regional branch at Kolkata, is headed by a Director. The Institute has been conferred “Deemed University” status and is engaged in the following activities:-

- Running academic courses leading to issue of degrees in International Business & Export Management;
- Training of personnel in international trade;
- Organizing research on issues in foreign trade, marketing research, area surveys, commodity surveys, market surveys; and
- Dissemination of information arising from its activities relating to research and market studies.

(x) Indian Institute of Packaging (IIP)

The Indian Institute of Packaging was registered in May, 1966 under the Societies Registration Act, 1860. The Institute, with its office located at Mumbai and branch offices at Delhi, Chennai, Kolkata and Hyderabad, is headed by a Director. The main function of the Institute is to undertake research on raw materials for the packaging industry, organize training programmes on packaging technology and stimulate consciousness on the need for good packaging.

(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 India. The Corporation is registered as an autonomous company under the Companies Act, 1956. By virtue of infrastructure and experience possessed by the Corporation, it plays an important role in arranging import of essential items into India and developing exports of a large number of items from India.

STCL Ltd. 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 developed from a solely cardamom trading corporation to become Spices Trading Corporation Ltd., in 1987. With globalization and opening of trade world over, 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 import, export and domestic trading of a varied range of products, both agricultural as well as non-agricultural. STCL, headed by a Chairman, is headquartered in Bangalore.

(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 exports 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 over the years has grown 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 & assist in promotion of exports of Indian engineering equipment. With effect from 23.05.1990, PEC became a subsidiary of the then newly formed Holding Company, Bharat Business International Ltd. Thereafter, from 27.03.1991, PEC became an independent company directly owned by Government of India.

(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). The 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 the 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)

India Trade Promotion Organization has been formed by merging erstwhile Trade Development Authority (TDA) with Trade Fair Authority of India (TFAI) with effect from 1st January, 1992.

India Trade Promotion Organization 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 organization of trade fairs and exhibitions in India and abroad, Buyer-Seller Meets, Contact Promotion Programmes apart from information dissemination on products and markets.

(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 Appendix-II. 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, 2004-09. These Councils are also the registering authorities for exporters under the Foreign Trade Policy 2004-09.

(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 is currently headed by Dr. Kumar Mangalam Birla, and has 41 members. Its role is to, inter-alia, advise the Government on measures connected with the Foreign Trade Policy and how to achieve the desired objective of boosting India's exports. The Board is required to meet at least once every quarter and make recommendations to Government on issues pertaining to its terms of reference. The Board has the power to set up sub-committees and to co-opt experts to these and to make recommendations on specific sectors and objectives.

(ii) Export Promotion Board (EPB)

The Export Promotion Board functions under the Chairmanship of the Cabinet Secretary to provide

Box 2

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;
- To review the policy instruments and procedures for imports and exports and suggest steps to rationalize and channelize such schemes for optimum use;
- To examine issues which are considered relevant for promotion of India's foreign trade, and to strengthen the international competitiveness of Indian goods and services; and
- To commission studies for furtherance of the above objectives.

policy and infrastructural support through greater coordination amongst concerned Ministries for boosting exports. All Ministries directly connected with facilitating foreign trade are represented on the Board by their Secretaries. This, inter-alia, includes Secretaries of Department of Commerce; Ministry of Finance; Department of Revenue; Department of Industrial Policy & Promotion; Ministry of Textiles; Department of Agriculture & Cooperation; Ministry of Civil Aviation and Ministry of Surface Transport.

(iii) Inter State Trade Council

The Inter State Trade Council was set up on 24th June, 2005 with a view to ensure a continuous dialogue with State Governments and Union Territories which, inter-alia, advises the Government on measures for providing a healthy environment for international trade in the States with a view to boost India's exports. 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 and 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 is an apex body of various export promotion

organizations and institutions with its major regional offices at Delhi, Mumbai, Chennai and Kolkata. 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 was set up under the Societies Registration Act, 1860. The Council, with its office located at New Delhi, promotes arbitration as a means of settling commercial disputes and popularizes the concepts of arbitration among the traders, particularly those engaged in international trade. The organization originally established in 1965 promotes and administers the use of Alternative Dispute Resolution mechanisms in commercial disputes, thereby expediting dispute resolution and encouraging greater domestic and international commerce. The Council, a non-profit service organization, is a grantee institution of the Department of Commerce and is eligible for assistance under the Marketing Development Assistance (MDA) Scheme of the Department. The main objectives of the Council are 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. 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 AICTE. The Institute also has certification services for diamonds, coloured stones and gold jewellery. IDI has a Gem Testing Lab (GTL), which is recognized by Government of India as an approved Diamond Grading / Certification Institution for cut and polished diamonds up to weight of 0.25 carat. The Institute has been recognized world over as a Diamond Certification and Grading Laboratory. The Laboratory services provided by IDI are ISO 9001:2000 quality compliant. It also has an Assaying and Hallmarking Centre (AHMC) which is approved by Bureau of Indian Standards (BIS), Government of India. The Institute also has Sardar Vallabhbhai Patel Centre of Jewellery Design and Manufacture (SVJDM) which offers advanced courses in Jewellery Design and Manufacture.

(iv) Footwear Design & Development Institute (FDDI)

Footwear Design and Development Institute was set up in 1986 as a Society registered under the Societies Registration Act, 1860 for Infrastructure Development for the footwear industry and Human Resource Development. The Institute conducts wide range of long term and short term programmes in the area of Retail Management, Fashion, Footwear Design, Technology, Management, Fashion Merchandising, Marketing, Creative Designing & CAD/CAM, Leather Goods & Accessories Design, etc. The long-term programmes are of two to three years duration while short-term programmes are of one year duration. All programmes offered by the Institute meet the international standards. FDDI established its new campus at Fursatganj, Rae

Bareilly which commenced academic programmes from September, 2008.

(v) National Centre for Trade Information (NCTI)

National Centre for Trade Information was set up in 1995 under the aegis of Ministry of Commerce & Industry with a view to create an institutional mechanism for collection and dissemination of trade data and improving information services to the business community, especially small and medium enterprises. NCTI is a Ministry of Commerce & Industry, Government of India recognized Trade Point in India under the Trade Efficiency Programme of United Nations Conference on Trade & Development (UNCTAD). NCTI is the Operational Trade Point in India and is also the recognized Focal Point of Trade Analysis and Information System (TRAINS) of UNCTAD Trade Point Development Centre (UNTPDC). NCTI is promoted by India Trade Promotion Organization (ITPO) and National Informatics Centre (NIC).

(vi) Price Stabilization Fund Trust

The Price Stabilization Fund Scheme (PSF) 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 without resorting to the practice of procurement operations by the Government agencies. The Scheme is being operationalized through the Price Stabilization Fund Trust. As on 31 March 2008, the PSF Corpus Fund consists of Rs 435.17 crore, out of which Rs 432.88 crore has been contributed by Government of India and Rs 2.29 crore by growers by way of entry fee.

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 Tariff Commission.

II. Foreign Trade (Goods & Services)

- All matters relating to foreign trade.
- Import and Export Trade Policy and Control excluding matters relating to -
 - Import of feature films;
 - Export of Indian films- both feature length and shorts; and
 - 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 -
 - The State Trading Corporation of India Limited and its subsidiaries excluding

Handicrafts and Handlooms Export Corporation and Central Cottage Industries Corporation; the Tea Trading Corporation of India Limited and the Spices Trading Corporation of India Limited;

- Projects & Equipment Corporation of India Limited (PEC);
- India Trade Promotion Organization and its subsidiaries; and
- 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 Department of Economic Affairs (Ministry of Finance) or failing such concurrence with the approval of the Cabinet.

VI. Export Products and Industries and Trade Facilitation

- Setting up of Export Processing Zones (EPZ)/ Agricultural Export Zones (AEZ) and 100% Export Oriented Units (EOUs).
- 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 -
 - agricultural produce within the meaning of the Agricultural Produce (Grading and Marking) Act, 1937 (1 of 1937);
 - marine products;
 - industrial products (engineering goods, chemicals, plastics, leather products, etc.);
 - 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 -
 - Export Credit and Export Insurance including Export Credit Guarantee Corporation Limited;
 - Export Inspection Council Standards including Quality Control;
 - Directorate General of Commercial Intelligence and Statistics; and
 - 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.

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

Attached Offices

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| 1. Directorate General of Foreign Trade, Udyog Bhavan, New Delhi – 110 107. | 3. Directorate General of Anti-Dumping & Allied Duties, Udyog Bhavan, New Delhi – 110 107. |
| 2. Directorate General of Supplies & Disposals, Jeevan Tara Building, Parliament Street, New Delhi - 110 001. | |

Subordinate Offices

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| 1. Directorate General of Commercial Intelligence and Statistics, No. 1, Council House Street, Kolkata – 700 001. | 6. SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096. |
| 2. Cochin Special Economic Zone, Administrative Building, Kakkanad, Cochin – 600 030. | 7. Visakhapatnam Special Economic Zone, Administrative Building, Duvvada, Visakhapatnam – 530 046. |
| 3. Falta Special Economic Zone, IInd MSO Building, 4th Floor, R.No. 44, Nizam Palace Complex, 234/4, AIC Bose Road, Kolkata – 700 020. | 8. Noida Special Economic Zone, Surajpur Dadri Road, Noida – 201 305. |
| 4. Madras Special Economic Zone, National Highway 45, Tambaram, Chennai – 600 045. | 9. Indore Special Economic Zone, Sector-III, Pithampur (M.P.). |
| 5. Kandla Special Economic Zone, Gandhidham, Kachchh – 370230, Gujarat. | 10. Pay and Accounts Office (Commerce & Textiles), Udyog Bhavan, New Delhi – 110 107. |
| | 11. Pay and Accounts Office (Supply), Akbar Road Hutments, New Delhi. |

Autonomous Bodies

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| 1. Coffee Board, 1, Dr. B.R. Ambedkar Veedhi, Bangalore – 560001. | 2. Rubber Board, Sub-Jail Road, P.B. No. 1122, Kottayam – 686 002. |
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3. Tea Board,
14, BTM Sarani,
Brabourne Road, P.B. No.2172,
Kolkata – 700 001.
4. Tobacco Board,
P.B.No.322, G.T. Road,
Guntur – 522 004.
5. Spices Board,
Sugandha Bhavan,
N.H. Bypass, PB-2277,
Palarivattom P.O.,
Cochin – 682 025.
6. Marine Products Export Development
Authority,
MPEDA House, Panampilly Avenue,
Kochi – 682 036.
7. Agricultural & Processed Food Products
Export Development Authority,
NCUI Building, Siri Institutional Area,
August Kranti Marg,
New Delhi – 110 016.
8. Export Inspection Council,
3rd Floor, YMCA Cultural Centre Building,
1, Jai Singh Road,
New Delhi - 110 001.
9. Indian Institute of Foreign Trade,
B-21, Institutional Area,
South of IIT,
New Delhi – 110 016.
10. Indian Institute of Packaging,
B-2, MIDC Area, P.B.No. 9432'
Andheri (East), Mumbai – 400 096.

Public Sector Undertakings

1. State Trading Corporation of India,
Jawahar Vyapar Bhavan, Tolstoy Marg,
New Delhi – 110 001.
Subsidiary of STC
- 1(i) STCL Ltd.,
166/2, 13th Main Road,
Vasanthnagar, Bangalore - 560052.
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.
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

1. Chemexcil,
Jhansi Castle, 4th Floor,
7, cooperage Road, Mumbai – 400 039.
2. CAPEXIL,
“Vanijya Bhawan”, International Trade
Facilitation Centre, 1/1 Wood Street, 3rd
Floor, Kolkata – 700 016.
3. Cashew Export Promotion Council,
P.B. No. 1709, Chittor Road,
Ernakulam South, Cochin – 682 016.
4. Council for Leather Exports,
No.1, CMDA Tower II, III floor,
Gandhi Irwin Road,
Egmore, Chennai - 600 008.

5. Engineering Export Promotion Council, “Vanijya Bhawan”, International Trade Facilitation Centre, 1st Floor, 1/1 Wood Street, Kolkata – 700 016.
6. Gems & Jewellery Export Promotion Council, Diamond Plaza, 5th Floor, 391 - A, Dr. D. Bhadkamkar Marg, Mumbai – 400 004.
7. Project Exports Promotion Council of India (PEPC), H-118, Himalaya House, 11th Floor, 23, Kasturba Gandhi Marg, New Delhi – 110 001.
8. Plastics Export Promotion Council, Crystal Tower, Ground Floor, Gundiwali Road No.3, Opp. Sir M.V. Road, Andheri (East), Mumbai – 400 069.
9. Shellac Export Promotion Council, “Vanijya Bhawan”, International Trade Facilitation Centre, 1/1 Wood Street, 2nd Floor, Kolkata – 700 016.
10. Sport Goods Export Promotion Council, 1-E/6, Swami Ram Tirth Nagar, Jhandewalan Extension, New Delhi – 110 055.
11. Export Promotion Council for EOUs & SEZ Units, 705, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi – 110 066.
12. Pharmexcil 101, Aditya Trade Centre, Ameerpeth, Hyderabad - 500 038.
13. Indian Oil Seeds & Produce Exporters Association, 78-79 Bajaj Bhawan, Nariman Point, Mumbai – 400 021.
14. Services Export Promotion Council 705, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi - 110 066.

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 Council of Arbitration, Federation House, Tansen Marg, New Delhi.
3. Indian Diamond Institute, Katangam GIDC, Sumul Dairy Road, Katargam, P.B. No. 508, Surat - 395 008, Gujarat.
4. Footwear Design & Development Institute, A-10/A, Sector-24, Noida – 201 301, Gautam Budh Nagar, Uttar Pradesh.
5. National Centre for Trade Information, NCTI Complex, Pragati Maidan, New Delhi – 110 001.
6. Price Stabilisation Fund Trust Room No. 2003. 20th Floor. Jawahar Vyapar Bhawan. Tolstoy Marg, Connaught Place. New Delhi -110001

Flow Chart of the Organisational Structure of the Department of Commerce

