

The powers and duties of officers and employees

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

The work of other Divisions of DGTR is as under:

Sl. No	Officer (Name & Designation)	Work allocation	Reporting to	Officers/staff assisting
1.	Smt Rita Mahna, ADGFT	(i) Overall in-charge of Administration Division, (ii) Any other work allotted by DG from time to time.	DG	DS US/DDO AD SO PA DEO
2.	Shri Sanjoy Mitra, Deputy Secretary	(i) All Administration related work, in particular following; a) All tenders for procurement of goods, procurement/ hiring/ outsourcing of services b) All AMC matters (ii) Head of Office as per powers delegated by ADG/HoD (iii) Supervision of work allotted to SO (Gen Admn) (iv) Medical re-	ADG (RM)	SO EA DEO

		<p>imbursement bills</p> <p>(v) Foreign deputation proposals & sanction of officers</p> <p>(vi) Coordinating work relating to RTI applications/Appeals, sending periodical reports to CIC/ other authorities and such other related works</p> <p>(vii) Accounts and Budget matters of DGTR</p> <p>(viii) Work of DDO in the absence of regular DDO</p> <p>(ix) Any other work allotted by DG, ADG/HoD & ADG (RM)</p>		
3.	Shri K.K Mushahary, Under Secretary	<p>i. All matters related to cash matters like salary bill, TA bill etc</p> <p>ii. Duties and responsibilities of DDO</p> <p>iii. Establishment matters & Submission of all bills related to claims, medical reimbursement etc. except procurement related bills. Budget and Account</p> <p>iv. Submission of all bills related to claims, medical reimbursement etc. except procurement related bills.</p>	ADG (RM)	ASO Computist DEO
4.	Shri S. Kapur, Section Officer	<p>i. All purchases/procurement s/ e-procurement</p>		

		<p>matters of General administration.</p> <p>ii. Submission of all bills related to procurement.</p> <p>iii. Work allocation/management of Secretarial & Contractual Staff in DGTR</p> <p>iv. Arrangement/overall management of various meetings organized in DGTR</p> <p>v. Stock register management and distribution of stationery.</p> <p>vi. Responsibility of consignee and buyer under GeM.</p> <p>vii. R&I work/Publication work</p>	DS (SM)	<p>ASO</p> <p>TA</p> <p>DEO</p>
--	--	--	---------	---------------------------------