

ORGANIZATION
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

SECRETARY

206 + 20 = 226

Personnel-4
1 x Secretary
1 x PS (SO)
1 x Stenographer (PA)
1 x LGA-Cum-Typist (Diarist)
1 x MLSS

ADL. SECRETARY

Personnel-3
1 x Adl. Secretary
1 x Stenographer (PA)
1 x MLSS

JOINT SECRETARY (AP/CL/ITO)

Personnel-4
1 x JS
1 x Stenographer (PA)
1 x MLSS

JOINT SECRETARY (EXPORT/BARTER/PLANNING)

Personnel-2
1 x JS
1 x Stenographer (PA)
1 x MLSS

JOINT SECRETARY (ADMIN./INSURANCE)

Personnel-3
1 x JS
1 x Stenographer (PA)
1 x MLSS

JOINT SECRETARY (IMP./SUPPLY/PRICE)

Personnel-3
1 x JS
1 x Stenographer (PA)
1 x MLSS

DEPUTY SECRETARY (AP/TO)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (ITO/CE)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

TRADE CONSULTANT

Personnel-4
1 x Trade Consultant
1 x Stenographer
1 x Librarian
1 x MLSS

DEPUTY SECRETARY (Export)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (Barter & Trade)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY CHIEF (Planning & Dev. Cell)

Personnel-3
1 x Deputy Chief
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (Admin./Cord./A/C/B Proto. call)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (Insurance/PTM)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (Price)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (IMP./INPL./SUPPLY)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER (AP)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (ITO)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

ASST. TRADE CONSULTANT

Personnel-4
1 x ATC
1 x UOA
1 x Steno-Typist
1 x MLSS (Common Use)

SECTION OFFICER (EXP. POLICY-MTE)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Barter)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

STATISTICAL OFFICER

Personnel-3
1 x St. Officer
1 x UOA
1 x LGA-Cum-Typist

SECTION OFFICER (Admin.-I)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Insurance-I (Life))

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Import Policy)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (IMP. INPL.-I)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (ITO/CL)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (ITO/CE)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

RESEARCH OFFICER

Personnel-3
1 x RO
1 x UOA
1 x LGA-Cum-Typist

SECTION OFFICER (EXP. POLICY-TI)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Barter)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

RESEARCH OFFICER

Personnel-4
1 x RO
1 x UOA
1 x LGA-Cum-Typist
1 x MLSS (Common use)

SECTION OFFICER (Admin.-II)

Personnel-27
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS
1 x Driver
1 x Typewriter Operator
1 x LGA-Cum-Typist
1 x MLSS

SECTION OFFICER (Insurance-II (General))

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (IMP. & Monitoring)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (IMP. INPL.-II)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Trade-I)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Trade-II)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

ASST. ECONOMIC ADVISER

Personnel-4
1 x AEA
1 x UOA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Admin.-III)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER (Admin.-IV)

Personnel-4
1 x SO
1 x SA
1 x Steno-Typist
1 x MLSS

ASST. PROTOCOL OFFICER

Personnel-3
1 x APO
1 x MLSS

ACCOUNT CELL

Personnel-3
1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LGA-Cum-Typist
1 x Cash Sarker

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Number of post
CLASS-I		
1.	Secretary	1
2.	Adl. Secretary	1
3.	Joint Secretary	4
4.	Deputy Secretary	8
5.	Trade Consultant	1
6.	Deputy Chief (Planning Cell)	1
7.	Asstt. Trade Consultant	1
8.	Asstt. Economic Adviser	2
9.	Section Officer/PS	25
10.	Research Officer	4
11.	Statistical Officer	1
	Total:	48
CLASS-II		
	Total:	2
CLASS-III		
	Total:	103
CLASS-IV		
	Total:	53
	Grand Total:	206

AUTHORISATION OF TRANSPORT OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport
 - 6 x Car
 - 1 x Microbus
 - 1 x Motor Cycle for Despatch Rider duty
- Office equipment
 - 3 x Air-Conditioner/Cooler
 - 1 x Plain Paper Copier
 - 2 x Duplicating Machine
 - 1 x Telex Machine
 - 8 x Calculator Machine
 - 4 x Electric Typewriter
 - 52 x Typewriter
- Miscellaneous Points
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, office equipment and air-conditioner/ cooler held in excess of the above authorisation to be handed over to the Directorate Government Transport, Controller of Printing Stationery, Forms & Publications Office and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase, if any sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

ABBREVIATION

- A/C = Accounts Cell
- Adm = Administration
- AP = Abandoned Property
- CE = Commercial Establishment
- CL = Commercial Law
- Cord = Co-ordination
- Imp = Import
- Inpl = Implementation
- ITO = International Trade Organisation
- PTM = Patent and Trade Marks
- TO = Trade Organisation

BRIGADIER

(EMANUEL WONG KHAN)

CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS