

Directory of Officers and Work assigned in EXPORT INSPECTION COUNCIL OF INDIA

Dr. S.K. Saxena- Director

Export Inspection Council of India -Headquarters
Department of Commerce, Ministry of Commerce & Industry,
(Government of India)
3rd Floor - NDYMCA Cultural Centre Building,
1, Jaisingh Road, New Delhi – 110 001.
Tel: +91 – 11 – 23748188 / 89, 23365540 Fax: 011 - 23748024
E - mail: eic@eicindia.org

Division – I –
Divisional Incharge –
Shri Rajeev Raizada-Additional Director

Sl.No.	Name & Designation	Work /Duties assigned
1.	Shri Rajeev Raizada Additional Director	<ul style="list-style-type: none">✓ Corporate Audits;✓ Council & Administrative Committee meetings;✓ Development/Review of procedures for all activities other than laboratory matters including accreditation;✓ Computerisation, Office Automation & Management Information Systems;✓ Quality Complaints, RSCQC and Public & Staff Grievances;✓ Business Development;✓ HR&QDC✓ MOUs relating to areas including CIS, Mercasur, SAARC and neighbouring countries (including Bangladesh, Sri Lanka) & others;✓ Plan Project on HR&QDC including coordination; Plan Project on Computerisation & Office Automation;✓ Recognition of Preshipment Inspection Agencies;✓ Studies & organization reviews such as Expenditure Reforms Committee (ERC) & Peer Review etc.;✓ R.T.I. Act, 2005.✓ Legal and court matters ;✓ Trainings;

2.	Shri Kuldeep Singh, Assistant Director (Tech)	<ul style="list-style-type: none">➤ Computerization & Office Automation – Software, networking training and Implementation;➤ Plan Project of Computerization;➤ Public & Staff Grievance;➤ Studies & organisation reviews such as Expenditure➤ Reforms Committee (ERC) & Peer Review etc.➤ Website.➤ MIS.➤ Nodal Officer for pensioners drawing pension through LIC
3.	Shri S.K.Tandon, Assistant Director (Tech)	<ul style="list-style-type: none">➤ Annual Administrative Report & Performance Budget;➤ Outcome Budget- Preparation; its review meetings etc; Review of MoU targets with MoC&I➤ MOU with MOC&I;➤ Management Representative(MR) for ISO 9001: 2008➤ Post Verification of Certificates of Origin.➤ Recognition of Pre-Shipment Inspection Agencies.
4.	Shri Rajvinder Singh, Deputy Director	<ul style="list-style-type: none">➤ Corporate Audit;➤ MOUs / MRAs relating to Additional Director Division;

Division – II –
Personnel –Divisional Incharge –
Shri Rajvinder Singh, Deputy Director (NT)

Sl.No.	Name & Designation	Work /Duties assigned
1.	Shri Rajvinder Singh, Deputy Director	<ul style="list-style-type: none">✓ All personnel matters;✓ Coordination with Staff Associations;
2.	Smt. Nirmal Kanta Assistant Director (NT)	<ul style="list-style-type: none">➤ Personnel matters;➤ Coordination with Staff Associations;➤ Council & Administrative Committee meetings;

Division – III –
Divisional Incharge –
Shri Sanjay Rastogi, Chief Vigilance Officer

Sl.No.	Name & Designation	Work /Duties assigned
1.	Shri Sanjay Rastogi, IAS Chief Vigilance Officer.	✓ All matters relating to Vigilance and disciplinary proceedings.
2.	Shri S.K. Tandon, Assistant Director (NT)	➤ All matters relating to Vigilance and disciplinary proceedings

Division – IV –
Divisional Incharge –
Shri Rajvinder Singh, Deputy Director (NT)

Sl.No.	Name & Designation	Work /Duties assigned
1.	Shri Rajvinder Singh, Deputy Director	✓ Coordination of Senior Management Group & Agency Heads meetings; ✓ Legal and court matters ; ✓ Preparation of Annual Reports; ✓ Library/DAVP ✓ CPIO for R.T.I. Act, 2005;
2.	Ms. Geeta Bali Sharma, Hindi Officer Gr. II	➤ Hindi; ➤ Library; ➤ Coordination with DAVP; ➤ Corporate communication & Trade fairs.

Division – V –
Divisional Incharge –
Shri Rajvinder Singh, Deputy Director (NT)

1.	Shri Rajvinder Singh, Deputy Director	<ul style="list-style-type: none"> ✓ General administration (Purchase & Services) & Stores; ✓ Finance & Accounts including budget preparation and Plan funds; ✓ Projects on buildings; ✓ Financial Audit including coordination with external audit authorities; ✓ Work related to salary, TA bills, income tax, recoveries, all types of advances/allowances, reconciliation of accounts, approval and finalization of party bills, TDS, balancing of cash book, monthly fund allocation to EIAs to be handled. Finalization of Books of Accounts; audits and overall supervision of accounts section
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Division – VI –
Divisional Incharge –Joint Director

Sl.No.	Name & Designation	Work /Duties assigned
1.	Joint Director	<ul style="list-style-type: none"> ✓ Technical – Engineering; Non Engineering; ✓ All matters relating to laboratories and their upgradation, including documentation & NABL approval; ✓ Meetings of Technical Committee; ✓ Codex Alimentarius Commission activities; ✓ MOUs/MRAs (EU, Australia/New Zealand, Asian, US, Philippines & Nepal) ✓ Recognition of laboratories; ✓ WTO matters ✓ CCFS/BIS/Other Outside Committees; ✓ New schemes related to food including organic certification, HACCP Ayurvedic products, Soya etc; ✓ Plan Project on lab upgradation & HR&QDC (R&D component, RMPs); ✓ RMPs.

2.	Shri R.M. Mandlik , Deputy Director (Tech)	<ul style="list-style-type: none">➤ Meetings of Technical Committee;➤ Fruits & Vegetables, spices, rice, honey;➤ Chemical & Allied Products;➤ Milk & Milk Products;➤ All Parliament Questions & Coordination;➤ Fish & Fishery Products relating to EU and Non-EU- NRCP, maintaining all databases as per executive instructions;➤ Certificate of Origin
3.	Mr. C.B. Kotak, Deputy Director (Tech)	<ul style="list-style-type: none">➤ Meetings of Technical Committee;➤ Fruits & Vegetables, spices, rice, honey;➤ Chemical & Allied Products;➤ Milk & Milk Products;➤ All Parliament Questions & Coordination.
4.	Ms. Kabita Mishra, Technical Officer	<ul style="list-style-type: none">➤ All matters pertaining to Fish & Fishery Products relating to EU and Non-EU;➤ MRA/MOU – EU, Australia/New Zealand & USA;➤ Codex on Fish & Fishery Products.➤ NRCP – Fish;➤ Supervisory /Monitoring visits;

Note: All Technical Division's officers to look after work relating to Codex, CCFS, BIS Committees in their areas.