

**No.A-22011/1/2015-HRD.I**  
**Government of India**  
**Ministry of Commerce & Industry**  
**(Department of Commerce)**  
**Directorate General of Foreign Trade**  
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Udyog Bhawan, New Delhi  
Dated: the 20<sup>th</sup> April, 2017

**OFFICE ORDER NO.36/2017**

Following revised allocation of work in DGFT (HQrs) is ordered with immediate effect:

| <b>WORK ALLOCATION IN DGFT (HQ)</b>             |                              |  |   |   |  |   |
|---|------------------------------|--|---|---|--|---|
| <b>Sl. No.</b>                                  | <b>Section/ Work</b>         | <b>Key Work</b>  | <b>FTDO/<br/>Assistant<br/>DGFT/<br/>Assistant<br/>Director</b> | <b>Deputy<br/>DGFT/<br/>Deputy<br/>Director</b> | <b>Joint DGFT/<br/>Director<br/>(Statistics)</b> | <b>Additional<br/>DGFT/<br/>Statistical<br/>Adviser</b> |
| <b>ESTABLISHMENT AND ADMINISTRATION MATTERS</b> |                              |  |   |   |  |   |
| 1   | HRD-1                        | Establishment matters related to Gazetted Officers/Cadre management of ITS | Vikas Mohan   | Nirmal Kumar                                    | Arunoday Goswami                                 | N.K. Srivastava   |
| 2   | HRD-2                        | Establishment matters related to Non Gazetted Officials                    | Aparna Srivastava   | Nirmal Kumar                                    | Arunoday Goswami                                 | N.K. Srivastava   |
| 3   | HRD-3                        | MTS, Medical Claims for HQ & RAs and Advances                              | Nivedita Roy  | Baljit Singh                                    | Rajbir Sharma                                    | Darshan Singh   |
| 4   | Vigilance                    | Vigilance matters of DGFT  | Alka Bhateja  | Ashish Mohan                                    | Arunoday Goswami                                 | N.K. Srivastava   |
| 5   | General                      | House-keeping related matters  | Pradyumna Sahu  | Munish Kumar                                    | Rajbir Sharma                                    | Darshan Singh   |
| 6   | Stationery                   | Procurement & distribution of stationery items                             | Pradyumna Sahu  | Munish Kumar                                    | Rajbir Sharma                                    | Darshan Singh   |
| 7   | R&I<br>(Receipts & Despatch) | -  | A.S.<br>Lungreishang  | -   | Jaikaran Singh                                   | Darshan Singh   |
| 8   | Record                       | -  | -   | T. R. Majhi                                     | Rajbir Sharma                                    | Darshan Singh   |
| 9   | Library                      | -  | -   | Baljit Singh                                    | Rajbir Sharma                                    | Darshan Singh   |
| 10  | Cash                         | -  | T. Songzalian   | Yogendra Singh                                  | -  | Dr. P. C. Mishra  |
| 11  | Budget & Accounts (B&A)      | Budget Allocation & Monitoring of Expenditure                              | Azal Lal Passi  | Yogendra Singh                                  | -  | Dr. P. C. Mishra  |

|  |  |   |                                 |                  |                  |                  |
|--|--|---|---------------------------------|------------------|------------------|------------------|
| 12   | Hindi Section  | Official Language Implementation  | Raman Kumar Verma               | -                | Rajbir Sharma    | Darshan Singh    |
| 13   | Inspection   | Inspection & Monitoring   | Rekha Sharma                    | T.R. Majhi       | Rajbir Sharma    | Darshan Singh    |
| 14   | DGCI&S   | Administration & Financial Matters of DGCI&S                            | Ram Paul Singh                  | Yogendra Singh   | -                | Dr. P. C. Mishra |
| <b>POLICY FORMULATION AND POLICY CLARIFICATION</b> |  |   |                                 |                  |                  |                  |
| 15   | Trade Consultation, Grievance Redressal, Trade Facilitation DGFT SOM | Board of Trade and Consultation with EPCs, Trade grievances, DGFT SOM   | A.S. Lungreishang               | Sekhomang Kigpen | Jaikaran Singh   | Darshan Singh    |
| 16   | WTO  | WTO related Matters   | K.K. Mushahary                  | K.P. Singh       | Ajay Srivastava  | N.K. Srivastava  |
| 17   | Policy-1   | FTD&R Act, Chapter-1, Niryat Bandhu Scheme                              | Ranjeet Kr. Roy                 | Renu Kakkar      | Jaikaran Singh   | Darshan Singh    |
| 18   | Policy-2 (A&B)   | General provision on import, Import Policy, IEC, DEL                    | Dinesh Baid                     | S.K. Mohapatra   | S.P. Roy         | K.C. Rout        |
| 19   | Policy-3   | Reward schemes of Chapter 3 of FTP (MEIS, SEIS)                         | Pratibha Kumari                 | Shobhit Gupta    | Lokesh H.D.      | N.K. Srivastava  |
| 20   | Policy-4 (including pending claims of DFEPB)                         | All Schemes of Chapter 4 (Advance Authorization, Gem & Jewellery, DFIA) | Sanjay Kumar                    | S. Latha         | Rakesh Kumar     | S.B.S. Reddy     |
| 21   | Policy-5   | Chapter 5 of FTP (EPCG)   | Sanjiv Kala (additional charge) | Rahul Kumar      | -                | J.V Patil        |
| 22   | Policy-6 and Drawback  | Chapters 6 & 8 of FTP, (EOUs, Deemed Exports, etc.), SEZ, BOA.          | A.K. Kanodia                    | S. Sudha         | Akash Taneja     | Jaikant Singh    |
| 23   | Import Policy and licensing of Marble                                | Marble related issues   | -                               | Rajesh Malhotra  | -                | Jaikant Singh    |
| 24   | Import Cell for Restricted items                                     | Licensing of restricted Items for import                                | Nirmal Das                      | Rajesh Malhotra  | S.P. Roy         | K.C. Rout        |
| 25   | Export Cell (Non-SCOMET)   | Export Policy & Export Licensing, EFC                                   | V.K. Sharma                     | S.K. Tiwari      | Arunoday Goswami | N.K. Srivastava  |

|   |   |   |                   |                 |                 |                 |
|---|---|---|-------------------|-----------------|-----------------|-----------------|
| 26  | Export Cell (SCOMET)                        | Export Policy & Licensing of SCOMET Items                   | R.K. Biswakarma   | Gagandeep Singh | -               | N.K. Srivastava |
| 27  | Mid-Term Review of FTP, GST Related matters | Review of FTP 2015-20                                       | Sanjay Kumar      | K. P. Singh     | Rakesh Kumar    | N.K. Srivastava |
| <b>POLICY EXECUTION (NORMS FIXATION/REVISION)</b> |   |   |                   |                 |                 |                 |
| 28  | DES-1 (NC-1)                                | Fixation of norms of Engineering Items                      | S.K Panigrahi     | K.P. Singh      | -               | Darshan Singh   |
| 29  | DES-2 (NC-2)                                | Fixation of norms of Engineering & Electronic Items         | V.K. Kashyap      | Baljit Singh    | -               | Jaikant Singh   |
| 30  | DES-3 (NC-3)                                | Fixation of norms of Pharma/ Organic Items                  | S.K Panigrahi     | Nirmal Kumar    | -               | J.V Patil       |
| 31  | DES-4 (NC-4)                                | Fixation of norms of Chemicals & Allied Items               | K.K. Mushahary    | Gagandeep Singh | Ajay Srivastava | -               |
| 32  | DES-5 (NC-5)                                | Fixation of norms of Textile Items                          | V.K. Kashyap      | S.K. Mohapatra  | -               | K.C. Rout       |
| 33  | DES-6 (NC-6)                                | Fixation of norms of Food/ Marine/ Miscellaneous Items      | A.C. Bhatt        | K.C. Meena      | -               | J.V Patil       |
| 34  | DES-7 (NC-7)                                | Fixation of norms of Plastic/ Rubber Items                  | A.C. Bhatt        | Chitra Sharma   | -               | S.B.S. Reddy    |
| 35  | EPCG I                                      | Relaxation in cases relating to EPCG authorisation (A to M) | Sanjiv Kumar Kala | Kumar Rahul     | -               | J.V Patil       |
| 36  | EPCG II                                     | Relaxation in cases relating to EPCG authorization (N to Z) | A.S. Chauhan      | Kumar Rahul     | -               | J.V Patil       |
| 37  | PIC/PRC                                     | Policy Relaxation and Interpretation                        | Ranjeet Kr. Roy   | Munish Kumar    | Jaikaran Singh  | Darshan Singh   |
| 38  | EDI, Data Maintenance Cell                  | E-Governance  | Ramesh Verma      | K.P. Singh      | Ajay Srivastava | N.K. Srivastava |
| 39  | Ease of Doing Business                      | -   | K.K. Musharary    | Gagandeep Singh | Ajay Srivastava | N.K. Srivastava |

**COORDINATION**

|    |  |  |                            |                   |                |                  |
|----|--|--|----------------------------|-------------------|----------------|------------------|
| 40 | Litigation   | Coordination of work relating to Litigation  | Nirmala Alex               | Baljit Singh      | Rajbir Sharma  | Darshan Singh    |
| 41 | Audit  | Coordination of C&AG and other Audits  | Ram Paul Singh-Addl charge | Kumar Rahul       | -              | J.V Patil        |
| 42 | O&M , DOC-SOM  | O&M matters and coordination for DoC Senior Officers Meeting   | Rekha Sharma               | T.R. Majhi        | Rajbir Sharma  | Darshan Singh    |
| 43 | RTI  | RTI applications pertaining to DGFT  | Reema Selvakumar           | Baljit Singh      | Rajbir Sharma  | Darshan Singh    |
| 44 | Parliament   | Coordination   | Monica Kumawat             | Manoj Kumar Verma | -              | Dr. P. C. Mishra |
| 45 | Port Officers' Meeting and monthly DO & other issues | DGFT- Senior Officers' Meeting, Coordination of Port Officers' Meeting, Review of important issues of Regional Authorities | Ranjeet Kr. Roy            | Kirti Vardhan     | Jaikaran Singh | Darshan Singh    |

**ENFORCEMENT**

|    |       |   |            |              |                |               |
|----|-------|---|------------|--------------|----------------|---------------|
| 46 | ECA-1 | Appeal Cases under FTDR Act               | R.L. Meena | Rajbir Singh | Jaikaran Singh | Darshan Singh |
| 47 | ECA-2 | Enforcement cases and references from DRI | R.L. Meena | Rajbir Singh | Jaikaran Singh | Darshan Singh |

**STATISTICS DIVISION**

|    |  |     |                |                   |   |                  |
|----|--|-----|----------------|-------------------|---|------------------|
| 48 | (i) Foreign Trade Statistics<br>(ii) MIS/ Publication<br>(iii) Trade Analysis Dashboard<br>(iv) Open Data Platform | --- | Monica Kumawat | Manoj Kumar Verma | - | Dr. P. C. Mishra |
|----|--|-----|----------------|-------------------|---|------------------|

Note: \*Shri Rajbir Sharma, Joint DGFT will be the Transparency Officer of DGFT.

Contd.....

Officers of the level of Additional DGFT/Joint DGFT can assign any work/any specific file to any of their subordinates to meet any exigency.

This issues with the approval of Competent Authority.

**(Nirmal Kumar)**  
**Deputy Director General of Foreign Trade**  
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**☎ 011 - 2306 3918**

To

All officers concerned.

Copy to:-

1. PPS/PS to DG/All Additional DGsFT/Statistical Adviser in Headquarters.
2. PS to all Joint DGsFT in Headquarters.
3. EDI with the request to upload the Order on this Directorate's website in the following links:-
  - (i) [www.dgft.gov.in](http://www.dgft.gov.in) → Employees' Corner → Office Orders; and
  - (ii) [www.dgft.gov.in](http://www.dgft.gov.in) → About us → Work Allocation → Current Work Allocation.
4. All Dy.DGFTs/Asstt.DGFTs/FTDOs/all Sections in Headquarters.
5. Hindi Section for Hindi Version.
6. Office Order file/Guard file.