

No.A-22012/2/2013-HRD.I 1645
 Government of India
 Ministry of Commerce & Industry
 (Department of Commerce)
 Directorate General of Foreign Trade

Udyog Bhawan, New Delhi
 Dated the 11 June, 2014

OFFICE ORDER NO. 40 /2014

A revised work allocation in DGFT(HQ) is given below along with list of Link Officers.

2. 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.

WORK ALLOCATION IN DGFT (HQ)						
Sl. No.	Section/Work	Key Work	FTDO/Assistant Director	Assistant DGFT/ Deputy DGFT/ Deputy Director	Joint DGFT	DG/ Additional DGFT/ Director (Statistics)
ESTABLISHMENT MATTERS						
1	HRD-1	Gazetted Officers	(i) V.Sripathi Extn: 251 svr.rao@nic.in (ii) Thresia Mathew thresia.mathew@nic.in Extn: 252	Nirmal Kumar Extn: 255 nirmal.kumar65@nic.in	Hardeep Singh ☎ 23062488 hardeep.singh@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
2	HRD-2	Non Gazetted	(i) M.Vikram Singh Extn: 254 mv.singh@nic.in (ii) S.Muthu Kumar Extn: 254 muthu.k@nic.in	Nirmal Kumar Extn: 255 nirmal.kumar65@nic.in	Hardeep Singh ☎ 23062488 hardeep.singh@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
3	HRD-3	MTS, Medical Claims for HQ & RAs and Advances	Vijay Kumar, Extn: 256 vijay.kr56@nic.in	R.C. Meena Extn: 388 rc.meena66@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	K.C. Rout ☎ 23062232 kcrout@nic.in
4	Vigilance	---	Vikas Mohan Extn: 261 vikas.mohan@nic.in	Ashish Mohan Extn: 228 ashish.m@nic.in	Varsha Sinha ☎ 23061055 varsha.sinha@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
5	General	---	Harit Kumar Shakya Extn: 231 haritk.shakya@nic.in	Daya Shankar Extn: 216 daya.shankar@nic.in	Varsha Sinha ☎ 23061055 varsha.sinha@nic.in	K.C. Rout ☎ 23062232 kcrout@nic.in
6	Stationery	---	Harit Kumar Shakya Extn: 231 haritk.shakya@nic.in	---	Varsha Sinha ☎ 23061055 varsha.sinha@nic.in	K.C. Rout ☎ 23062232 kcrout@nic.in
7	R&I (Receipts & Despatch)	---	Kewal Krishan Extn: 398 kewal.k@nic.in	C.S. Rao Extn: 243 cs.rao59@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	---

8	Record	---	A.K.Tyagi aktyagi55@nic.in	C.S. Rao Extn: 243 cs.rao59@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	---
9	Library	---	Savita Saxena Extn: 350 savita.saxena54@nic.in	---	S.K. Samal ☎ 23061054 sk.samal@nic.in	---
10	Cash	---	Ram Dev ramdev.kadam@nic.in Extn: 286	C.S. Rao Extn: 243 cs.rao59@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	---
11	Budget & Accounts (B&A)(Including Monitoring of Expenditure under Plan Schemes)	---	Azad Lal Pasi Extn: 404 azad.pasi@nic.in	C.S. Rao Extn: 243 cs.rao59@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	DG ☎ 23062777 dgft@nic.in
12	Hindi Section	---	Nirmal Sharma Extn: 257 s.nirmal@nic.in	---	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
13	Inspection	---	Rekha Sharma Extn: 297 rekha.sharma57@nic.in	Munish Kumar Extn: 275 munish.kr77@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	---
14	DGCI&S	---	R.K. Katiyar Extn: 340 katiyar.rk@nic.in	P.K. Banerjee Extn: 288 banerjee.pk@nic.in	A.K. Srivastava ☎ 23062484 sajay@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
POLICY FORMULATION AND POLICY CLARIFICATION						
15	Trade consultation	BoT, ISTC, Open House Issues raised by Exporters for States	Prakash Chand Extn: 234 prakash.chand@nic.in	Extn: 232	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
16	WTO/FTA Cell	---	K.K. Mushahary Extn: 392 mushahary.kk@nic.in	Yoginder Singh Extn: 112 yoginder.s@nic.in	A.K. Srivastava ☎ 23062484 sajay@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
17	Policy-1 & DEP work, if any	FTD&R Act, Pre-Budget Proposal, Chapter-1	---	P.K. Banerjee Extn: 288 banerjee.pk@nic.in	Akash Taneja ☎ 23061568 akash.taneja@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in

18	Policy-2 (A&B)	i) ITC(HS) Import Policy. Policy 2A	S.K. Pandey Extn: 240 sudhanshu@nic.in	S.K. Mohapatra Extn: 277 mohapatra.sk@nic.in	S.P. Roy ☎ 23062240 shyama.roy@nic.in	K.C. Rout ☎ 23062232 kcrou@nic.in
		i) Chapter 2 and 9 of FTP				
		ii) IEC Policy 2B				
19	Policy-3	All schemes of Chapter 3 of FTP; Co-ordination pertaining to financial outgo; DFCE/TPS	Raman Kumar Extn: 241 ramankumar@nic.in	Ms. Dona Ghosh Extn: 232 dona.ghosh@nic.in	Hardeep Singh ☎ 23062488 hardeep.singh@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
20	Policy-4	General issues relating to Foreign Trade (including Rupee appreciation) and FTP formulation	Naresh Kumar Sharma Extn: 376	S. Latha Extn: 395 latha.s@nic.in	Darshan Singh ☎ 23061573 darshan.singh@nic.in	DG ☎ 23062777 dgft@nic.in
		FTP Preparation (2014-19)	---	Shri K.C. Raju Extn: 391 kc.raju@nic.in	Darshan Singh ☎ 23061573 darshan.singh@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in
21	Policy-5	Chapter 5 of FTP; EPCG	A.S. Lungreishang Extn: 293 shanglai.a@nic.in	Smt. Chitra Sharma Extn: 253 chitra.sharma@nic.in	Akash Taneja ☎ 23061568 akash.taneja@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
22	Policy-6 and Drawback	Chapters 6 & 8 of FTP, (EOUs, Deemed Exports, etc.), SEZ, BOA	Ashok Chandra Bhatt ashokc.bhatt@nic.in Extn: 235	Parveen Sharma Extn: 146 parveen.s@nic.in	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in

23	Niryat Bandhu	---	---	---	A.K. Srivastava ☎ 23062484 sajay@nic.in	DG ☎ 23062777 dgft@nic.in
POLICY EXECUTION						
24	DES-1 (NC-1)	ENG	Priya Ranjan (Additional Charge) Extn: 265 priya.ranjan@nic.in	Parveen Sharma Extn: 146 parveen.s@nic.in	---	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
25	DES-2 (NC-2)	ELECTRONICS	Haradhan Das, Extn: 267 haradhan.das@nic.in	Shri K.C. Raju Extn: 391 kc.raju@nic.in	Darshan Singh ☎ 23061573 darshan.singh@nic.in	
26	DES-3 (NC-3)	PHARMA/ ORANICS	M. Vikram Singh Extn: 235 mv.singh@nic.in	Nirmal Kumar Extn: 255 nirmal.kumar65@nic.in	---	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
27	DES-4 (NC-4)	CHEMICALS AND ALLIED	Sanjeev Kumar Kala Extn: 363 sanjeev.kala@nic.in	Ms. Dona Ghosh Extn: 232 dona.ghosh@nic.in	Akash Taneja ☎ 23061568 akash.taneja@nic.in	---
28	DES-5 (NC-5)	TEXTILES	P.P. Pasricha Extn: 264 pp.pasricha@nic.in	Kailash Chand Meena Extn: 344 kc.meena68@nic.in	---	K.C. Rout ☎ 23062232 kcrout@nic.in
29	DES-6 (NC-6)	FOOD, MARINE, MISC	S.K. Panigrahi, E.O. Extn: 262 sk.panigrahi@nic.in	Yoginder Singh Extn: 112 yoginder.s@nic.in	S.K. Samal ☎ 23061054 sk.samal@nic.in	---
30	DES-7 (NC-7)	PLASTICS, RUBBER	S.K. Panigrahi, E.O. (Additional charge) Extn: 266 sk.panigrahi@nic.in	R.C. Meena Extn: 388 rc.meena66@nic.in	---	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
31	EPCG I	(A to M)	A K Gopal Extn: 293 ak.gopal@nic.in	Smt. Chitra Sharma Extn: 253 chitra.sharma@nic.in	Akash Taneja ☎ 23061568 akash.taneja@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
32	EPCG II	(N to Z)	Sunil Kumar Swarnkar Extn: 294 sk.swarnkar@nic.in	Smt. Chitra Sharma Extn: 253 chitra.sharma@nic.in	Akash Taneja ☎ 23061568 akash.taneja@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
33	Import Policy and licensing of Marble	Marble	Pramod Kumar Extn: 382 pramod.kumar70@nic.in	Rajesh Malhotra Extn: 260 malhotra.r@nic.in	Hardeep Singh ☎ 23062488 hardeep.singh@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
34	Import Cell for Restricted Items	Restricted Items	D.C. Katoch Extn: 290 dc.katoch56@nic.in	Rajesh Malhotra Extn: 260 malhotra.r@nic.in	Darshan Singh ☎ 23061573 darshan.singh@nic.in	DG ☎ 23062777 dgft@nic.in
35	Export Cell (Non-SCOMET)	Export Policy & Export Licensing, EFC	Smt Chandrakanta Pandey Extn: 270 ck.pandey56@nic.in	Daya Shankar Extn: 216 daya.shankar@nic.in	Hardeep Singh ☎ 23062488 hardeep.singh@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in in
36	Export Cell (SCOMET)	Export Policy & Licensing of SCOMET Items	Banshi Dhar Panwar Extn: 271 bd.panwar@nic.in	Daya Shankar Extn: 216 daya.shankar@nic.in	S.K.Samal ☎ 23061054 sk.samal@nic.in	D.K. Singh ☎ 23063466 dksingh@nic.in

37	PIC/PRC	---	Nivedita Roy Choudhary Extn: 274 nivedita.rc@nic.in	S.K. Mohapatra Extn: 277 mohapatra.sk@nic.in	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	D.K. Singh ☎ 23063466 dksingh.nic.in
38	GRC	---	Extn: 307	Kailash Chand Meena Extn: 344 kc.meena68@nic.in	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	---
39	Export Facilitation	Grievance & Coordination	Extn: 307	Kailash Chand Meena Extn: 344 kc.meena68@nic.in	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	K.C. Rout ☎ 23062232 kcrout@nic.in
40	Data Maintenance Cell in EDI & ISO Certification	---	Extn: 392	Akhil Chandra Jha Extn: 394 akhil.chandra@nic.in	A.K. Srivastava ☎ 23062484 sajay@nic.in	D.K. Singh ☎ 23063466 dksingh.nic.in
41	EDI	---	K.K. Mushahary Extn: 392 mushahary.kk@nic.in	Akhil Chandra Jha Extn: 394 akhil.chandra@nic.in	A.K. Srivastava ☎ 23062484 sajay@nic.in	D.K. Singh ☎ 23063466 dksingh.nic.in

COORDINATION

42	Litigation	---	R.K. Katiyar Extn: 340 katiyar.rk@nic.in	Baljit Singh Extn: 145 Baljit.s@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
43	Audit	---	Sanjeev Kumar Kala Extn: 300 sanjeev.kala@nic.in	Tika Ram Majhi Extn: 237 tr.majhi@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
44	O&M/IWSU	---	Surinder Bharadwaj Extn: 296 bharadwaj.s@nic.in	Tika Ram Majhi Extn: 237 tr.majhi@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
45	RTI	---	S Surinder Bharadwaj Extn: 296 bharadwaj.s@nic.in	Baljit Singh Extn: 145 baljit.s@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
46	Parliament	---	Extn: 328	Sukhvir Singh Extn: 141 sukhvir@nic.in	---	Rajnesh Jain ☎ 23061215 Rajnesh.jain@nic.in
47	SOM	---	---	R.C. Meena Extn: 388 rc.meena66@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
48	Port Officers' Meeting	---	---	---	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	D.K. Singh ☎ 23063466 dksingh.nic.in
49	Port Officers' monthly DO & other issues	---	---	---	Jay Karan Singh ☎ 23063249 jaykaran.singh@nic.in	K.C. Rout ☎ 23062232 kcrout@nic.in

ENFORCEMENT

50	ECA-1 (East Zone)	Appeal Cases	Azad Lal Pasi Extn: 256 azad.pasi@nic.in	Rajbir Singh Extn: 385 rajbir.singh@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
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51	ECA-1 (West Zone)	Appeal Cases	Azad Lal Pasi Extn: 256 azad.pasi@nic.in	Rajbir Singh Extn: 385 rajbir.singh@nic.in	Rajbir Sharma ☎ 23061056 rajbir.sharma@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
52	ECA-1 (North Zone)	Appeal Cases	Haradhan Das, Extn: 267 haradhan.das@nic.in	Munish Kumar Extn: 275 munish.kr77@nic.in	---	K.C. Rout ☎ 23062232 kcrou@nic.in
53.	ECA-1 (South Zone)	Appeal Cases	Haradhan Das, Extn: 267 haradhan.das@nic.in	Munish Kumar (Additional Charge) Extn: 275 munish.kr77@nic.in	---	Jaikant Singh ☎ 23062968 jaikant.s@nic.in
54	ECA-2	---	Priya Ranjan Extn: 284 priya.ranjan@nic.in	C.S. Rao Extn: 243 cs.rao59@nic.in	S.P. Roy ☎ 23062240 shyama.roy@nic.in	L.B. Singhal ☎ 23062671 lb.singhal@nic.in
STATISTICS DIVISION						
55	Foreign Trade Statistics	---	Ms. Sugandha Srivastava sugandha.srivastava@nic.in Extn: 328	Sukhvir Singh , ISS Extn: 141 singh.sukhvir@nic.in	---	Rajnesh Jain ☎ 23061215 Rajnesh.jain@nic.in
56	MIS/ Publication	---	Meena Nandwani Extn: 310 nandwani.m @nic.in Shashi Pal Sharma shashipal.s@nic.in Extn: 276	Sukhvir Singh, ISS Extn: 141 singh.sukhvir@nic.in	---	Rajnesh Jain ☎ 23061215 Rajnesh.jain@nic.in

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

LINK OFFICERS

Additional DGFT

Sl.No	Name of the Officer	Link Officer
1.	Shri D.K. Singh	Shri Jaikant Singh and Vice-versa
2.	Shri K.C. Rout	Dr. L.B. Singhal and Vice-versa

Joint DGFT

Sl.No	Name of the Officer	Link Officer
1.	Shri Akash Taneja	Shri Hardeep Singh and Vice-versa
2.	Shri Darshan Singh	Shri Akash Taneja
3.	Shri S.K. Samal	Shri Jay Karan Singh
4.	Shri Jay Karan Singh	Shri A.K. Srivastava and Vice-versa
5.	Shri S.P. Roy	Smt Varsha Sinha and Vice-versa
6.	Shri Rajbir Sharma	Shri S.P. Roy

Deputy DGFT

Sl.No.	Name of the Officer	Link Officer
1.	Shri P.K. Banerjee	Smt. Chitra Sharma and Vice Versa
2.	Shri Nirmal Kumar	Shri Ashish Mohan and Vice-versa
3.	Shri Daya Shankar	Shri R.C. Meena and Vice-versa
4.	Smt. S. Latha	Shri Parveen Sharma and Vice-versa
5.	Shri Rajbir Singh	Shri Baljit Singh and Vice-versa
6.	Shri Yoginder Singh	Shri S.K. Mohapatra and Vice-versa
7.	Shri K.C. Meena	Ms. Dona Ghosh and Vice-versa
8.	Shri A.C. Jha	Shri Tika Ram Majhi and Vice-versa
9.	Shri Rajesh Malhotra	Shri K.C. Raju and Vice-versa
10.	Shri G.A. Reddy	Shri Munish Kumar and Vice-versa



(Nirmal Kumar)

Deputy Director General of Foreign Trade

nirmal.kumar65@nic.in

☎ 011-23061562 / Extension: 255

To

All officers concerned.

Copy to:-

1. PPS to DG, PPS to Additional DGsFT
2. EDI with the request to upload the order on this Directorate's website.
3. HRD-II&III/O&M/General/R&I/Reception/Vigilance Sections.
4. Hindi Section for Hindi Version.
5. Office Order file/Guard file/Personal files of officers concerned.