

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
(DEPARTMENT OF COMMERCE)
DIRECTORATE GENERAL OF FOREIGN TRADE
UDYOG BHAVAN, NEW DELHI

Dated 11th May, 2004

O & M Instruction No. 6/2004

Subject: Allocation of Work--Redefining the role of EDI Section and General Branch.

Attention is invited to OMI No. 5/98 dated 12.6.1998. In order to rationalize the function of EDI Section, it has been decided to allocate the work of EDI Section and General Branch is as under:-

<u>S.No.</u>	<u>Name of the Section</u>	<u>Work Allocated</u>
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1. EDI Section

- (i) providing guidelines to NIC for developing software relating to Policy changes.
- (ii) Handing over queries regarding updation and transfer of IEC/bills to customs.
- (iii) Updating old IECs issued from STPIs.
- (iv) Putting Notification/Public Notices and circular tenders/Decisions of Committee's on the Website.
- (v) Maintaining Home Page of the DGFT Website.
- (vi) Implementing initiatives like digital signature and trade returns; and responding users problems.
- (vii) Setting up E.Com/EDI link with Customs/Banks.

2. General Branch:

- (i) Issues relating to Planning, Procurement, Supply, Maintenance of LAN, Hardware and Software.
- (ii) Allocation of funds towards ARC/AMC and disposal of hardware for DGFT(HQ) and its Regional Offices.
- (iii) Settlement of bills relating to hardware/software, Man Power Support/Implementation Support etc.
- (iv) The work already allocated vide OMI 5/98 dated 12.6.1998.

2. This issues with the approval of D.G.F.T.

Sd/-
(V.B.Saxena)
Dy. Director General of Foreign Trade.

To

- 1. All Officers/Sections of DGFT
- 2. All Zonal/Regional Offices.

(Issued from F.No.14/2/98/O&M Section)