

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

Dated 31.5.2004

O & M Instruction No 9 /2004

Subject: - Creation of EDI Cell at DGFT.

In super-session of OMI No. 6/2004 dated 11.5.2004, an EDI Cell to look after computerization work at Hqrs. is created with the following allocation of work:-

- (i) Providing guidelines to NIC for developing software relating to Policy changes.
- (ii) Handing over queries regarding apdation and transfer of IEC/bills to customs.
- (iii) Updating old IECs issued from STPs.
- (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.
- (viii) Issues relating to Planning, Procurement, supply, Maintenance of LAN, Hardware and Software.
- (ix) Allocation of funds towards ARC/AMC and disposal of hardware for DGFT (HQ) and its Regional Offices.
- (x) Settlement of bills relating to hardware/software, Man Power upport/Implementation Support etc.

However, for the computers already purchased, installation as well as payments etc. will be completed by General Branch.

The following staff strength is recommended for EDI Cell:-

- | | | | |
|-------|---------------|---|---|
| (i) | JDG | | |
| (ii) | DDG | | |
| (iii) | FTDO | - | 1 |
| (iv) | Asstt/UDC/LDC | - | 2 |
| (v) | Peon | - | 1 |

Necessary posting orders will be issued by HRD.

This issues with the approval of DGFT

Sd/-

(V.B.Saxena)

Dy. Director General of Foreign Trade

1. All Officers/Sections at HQ,
2. All Zonal/Regional Offices