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 adaptation 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

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