

F.No.01/69/12/14/2013/-O&M /316
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011

Dated the 27th March, 2014


O & M Instruction No. 2/2014

Subject:- An Emergency Response Mechanism (ERM) at DGFT (HQ).

It has been decided to develop an Emergency Response Mechanism (ERM) at DGFT (HQ) in order to deal with the cases of emergency. The following officers are designated as Nodal Officers who may be contacted by the families of affected officer in case of emergency :-

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| (i) Shri R.C.Meena, DDG
Tel.No.23061562. Extn. 388
Mobile No. 9868848998. | (ii). Shri Harit Kumar Shakya, FTDO
Tel.No. 23061562, Extn. 231
Mobile No. 9868759661. |
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2. All DGFT officers/staff will intimate mobile number of these officers to their family members.
3. In emergency, a family member will contact one of the above two officers.
4. These officers will in turn create an SMS and forward it to a nominated officer of EDI Division.
5. The EDI officer will send SMS to all DGFT members.
6. DDG (General Section) and DDG (Admn) will assess the need for emergency help and take decision.


(S.Bhardwaj)

Foreign Trade Development Officer

To
All Officers and Sections in DGFT (HQ).