Directorate General of Foreign Trade

User Help File

Application for Policy Relaxation Committee (PRC) Committee

Version 1.0

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1. Introduction to Policy Relaxation Committee (PRC) and Accessing DGFT Portal

This document is the help file for basic Policy Relaxation Committee (PRC) functions in the new system.

Policy Relaxation Committee (PRC) is also referred as Exemption from Policy/Procedures (EPP). DGFT may in public interest pass such orders or grant such exemption relaxation or relief, as he may deem fit and proper, on grounds of genuine hardship and adverse impact on trade to any person or class or category of persons from any provision of Foreign Trade Policy (FTP) or any Procedures. While granting such exemption, DGFT may impose such conditions as he may deem fit after consulting the Committees as in the table given below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Committee</th>
</tr>
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<tr>
<td>1.</td>
<td>All other issues except Fixation / modification of product norms</td>
<td>Policy Relaxation Committee (PRC)</td>
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User can apply for the Policy Relaxation through Ayaat Niryaat Form -2D (ANF-2D) form with reason and justification for the request of relaxation. All these requests are handled at the DGFT Headquarters and once the case has been approved by the committee, then the user can request the respective RA, to take corrective action.

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.
2. **Prerequisite for ANF-2D (PRC)**

To Apply for ANF-2D (PRC) on the DGFT portal you would require:

- User is active and logged into the DGFT Customer Portal.
- User is authorized to draft and submit applications for an IEC.
- IEC should not be cancelled or suspended. User will not be able to submit the application if IEC is cancelled or suspended.
- User is e-Sign enabled. User can sign or validate the PRC application with the Aadhaar or digital signature (DSC)
3. **Apply for Policy relaxation– ANF 2D**

To apply for the Policy Relaxation user needs to file the ANF-2D. User is requested to fill all the mandatory fields marked with asterisk (*) sign

1. Visit the DGFT website ([https://www.dgft.gov.in/CP/](https://www.dgft.gov.in/CP/)) and login into the portal with valid credentials.

   ![Figure 1. Customer portal Login Screen](image1)

2. If the user wants to apply for Policy Relaxation Committee, Post login click on **Services >> Policy Relaxation Committee >> Apply for PRC Committee** link as mentioned below.

   ![Figure 2. Navigation](image2)

3. Click on **“Apply for PRC Committee”**, user will be able to apply either for the ‘Fresh Application’ or can proceed with an existing draft.

   ![Figure 3. Apply for PRC Committee](image3)
4. Either user can start with the fresh application by clicking on ‘Start Fresh application’ or can select the an already existing application and click on ‘Proceed with Existing Application’.

Figure 4. Draft Application view screen

5. Fill the Applicant details

- **Application Type**: Select ‘Application Type’ as Fresh application or Review Application. ‘Fresh application’ will be selected by the user when he/she is applying for the first time and ‘Review application’ against all those processed fresh applications which has been submitted to the DGFT offline before 23rd Jan, 2020.

- **Committee Type**: Pre default value will be selected as ‘Policy Relaxation Committee’.

Figure 5. Applicant details

6. Fill the applicant details as mentioned below

- **Branch details**: Select branch code from the list shown. Branch code list will be as per the branches listed in the IEC module.
7. On selection of the branch code from the drop down below mentioned details will be auto filled that is captured from the IEC
   • Entity’s Branch Address, Applicant Name, Email-id, Mobile Number

8. Select the **Scheme Name** from the list. In case the respective scheme is not listed in the list select “others” and can fill in the scheme name.
9. After entering the Authorization/Scrip details user will click on ‘Add Authorization/Scrip details’ button to add the authorization/scrip details to the grid.

**Note:** User can ‘N’ number of authorization or scrip details by clicking on Add Authorization/Scrip details button.

10. User can update/edit or delete the authorization/scrip details by clicking on edit and delete button present in the grid.

11. Click on Save & Next button to proceed further to the next page.
12. After filling the Applicant Details. Fill the Personal Hearing Details.

13. Select ‘Yes’ or ‘No’ for ‘Do you want to apply for Personal Hearing?’.

14. On selection of Yes below mentioned screen will appear and User will enter the Personal Hearing details.

15. Click on Save & Next button to proceed further.
16. Select the Attachment Type and can add remarks if required.
17. Click on Upload attachments button to add attachment and remarks to the grid as mentioned below

18. Click on Save & next Button to proceed further.

19. Accept the declaration by selecting the check box and entering Place name.
20. Application summary for all the input fields entered will be shown and user can download the summary in pdf format by clicking on Print Summary button.
21. After E-sign the application, E-payment receipt along with payment details will be generated and application is successfully submitted to DGFT.
4. **View and Track Status**

User can track the status of the submitted application.

1. Click on **My Dashboard >> Submitted application**

![Figure 21: View and Track status](image)

2. On Click of submitted application below mentioned screen will appear

![Figure 22: Track Application status](image)

3. User can search the application with the below mentioned search parameters
   - **Type of Scheme**: User will select the Type of Scheme as Policy Relaxation Committee (PRC)
   - **Type of sub Scheme**: Apply for PRC Committee- ANF2D
   - **From and to date**: User can search the application by through date range.
   - **Application number**: User can search file with application number available
   - **File number**: User can search file with the valid File number

4. User need to enter the mandatory field to check the file details
5. Click on Action button to view the various File details.

6. **Print**: To print the submitted application.

7. **Attach Documents**: User can attach extra documents for the submitted application, if the request is in ‘In progress’ status.
8. **Payment Details:** User can check the payment details and download the receipt for the submitted application.

9. **View Life Cycle:** To check the Action taken on your submitted application. Example, to track which action is taken when and by whom.

10. **DSC/e-sign Details:** To check the DSC and e-sign details.

11. **Withdraw:** If the submitted request is still in ‘In Progress’ state then, applicant has an option to submit another request for withdraw the application.

   **Note:** Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.

12. **Respond to Deficiency:** This option will be available only when the status of the application is ‘Deficient’. Applicant will be able to check the Deficiency details like Deficiency issue date, Deficiency letter, Remarks and user can respond to this deficiency by clicking on **respond to deficiency** button.

    User can respond to deficiency in two ways:

    A. **With amendment:** User will amend the application with attachment and adding additional remarks.
B. Without amendment: User will amend the previous application and attach additional remarks and submit the application

13. **Initiate Review:** Once the DGFT officer take decision on the File and File status is rejected under submitted application. Importer/Exporter can apply for the initiate review with additional remarks and attachment

   **Note:** Payment of Rs 5000 is applicable for review of application.

![Figure 27: Initiate review]

14. Click on Initiate Review under Action button. User will see the application summary of the submitted application for whom importer and exporter will initiate the review

15. Enter remarks and attachment and click on **Sign** button

![Figure 28: Sign initiate review]

16. After sign user will make the payment by clicking on Payment for Review button
Figure 29: Payment for Review
5. Online Proceedings

If the DGFT officer will call importer/exporter for the Personal Hearing against the application submitted with meeting date, time and venue, he/she can check and respond under ‘Online Proceeding’ section

1. Importer/Exporter will check for the personal hearing under

   **My Dashboard >> Online Proceedings**

   ![Figure 30. My Dashboard >> Online Proceeding](image)

2. After clicking on online Proceeding, Online Proceedings grid will be shown as mentioned below

   - **IEC**: IEC number of the importer/exporter
   - **File number**: PRC committees file which is submitted by importer/exporter
   - **Proceeding Name**: Name of the Proceedings
   - **Ex**: Grievance Committee
   - **Proceeding status**: Status of the file submitted by importer/exporter

   ![Figure 31: Online proceeding grid view](image)

3. Click on **Proceeding Name** link to submit the personal hearing response.
4. Click on UDIN number under UDIN heading to view the personal hearing the letter

5. On click of UDIN number personal hearing approved letter details will show.

6. Click on View letter link to view the personal hearing letter.
7. Click on Submit link under Response heading to submit the Personal hearing response.

8. Submit link under response heading.

9. User provides confirmation for hearing as Yes/No.
   **Note:** Confirmation for Hearing is pre-selected as: Yes

10. Add mandatory attachment.

11. User will sign the declaration, add Place and click on save & next button.
12. On click of Save & next button. User will E-sign the document with Aadhar or Digital signature (DSC)

![Figure 38: Sign document](image)

**Figure 38: Sign document**

13. Click on ‘submit’ to submit the response

![Figure 39: E-sign document](image)

**Figure 39: E-sign document**
14. Response will be submitted successfully

![Response has been successfully submitted to DGFT.](image)

**Figure 41. Response submitted successfully**

15. Once the response is submitted user can check the submitted response by clicking on Proceeding Name link under Proceeding name heading

16. User can check Response Due date, Proceeding Status and response submitted by clicking on View link button
Figure 42: Response submitted

Note: To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.