Directorate General of Foreign Trade

User Help File

Application for ANF-4B (NORMS) Module
Version 2.0

October- 2023
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1. Introduction to Norms and Accessing DGFT Portal

This document is the help file for basic Norms functions in the new system.

Norms are used while filing for duty exemption scheme such as advance authorisation. Norms covers the import of raw materials and export of products, including the wastage in making the export product from imported raw materials.

Norms module describes the various processes in respect of Norms Fixation used for processing of Advance Authorisations.

The objectives of Norms Fixation process are to enable digitization and end to end processing of ANF4B applications, reducing the turnaround time of processing applications with Technical Authorities and Norms Committee (NC).

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

2. Contact@DGFT

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.
3. Prerequisite for ANF-4B (NORMS)

To Apply for ANF-4B (NORMS) on the DGFT portal user need to ensure below prerequisites are fulfilled:

- 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 in DEL a warning message is displayed if IEC is in DEL state.
- 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 Norms application with the Aadhaar or digital signature (DSC)
4. **Processing of Norms Application (ANF-4B)**

- User are requested to fill all the mandatory fields marked with asterisk (*) sign

1. User will login into the DGFT Customer portal with the valid login credentials and click on Login button.

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

2. Post login user will click on Services >> Advance Authorization/DFIA link as mentioned below.

![Figure 2. Navigation](image)
3. After clicking on “Advance Authorization/DFIA”. Scroll down the page and click on “Apply for Norm Fixation” card under Services under Norm Fixation.

![Services under Norms Fixation](image)

Figure 3. Apply for Norms Fixation
4. Below mentioned screen will appear

- User can start with the fresh application by clicking on Start Fresh application button.
- User can select the radio button of the already existed application and click on Proceed with Existing Application button.

![Draft Application view screen](image-url)
5. User will fill the Basic details

- Branch Code: User will select the branch code from the drop down of list of Branches listed under IEC
  Note: Branch code details are captured from User IEC profile

- Port of Registration for the purpose of imports: User will select the list of existing ports
  Note: Search suggestions are given as per data stored in master data.
6. User will select or check multiple or single mentioned RCMC details which are auto fetched from the IEC details

Note: RCMC certificate should be valid at the time of application submission
- RCMC Number
- Date of issuance
- Validity Period
- Issuing Authority
- Products for which registered

7. User will select or check multiple or single GST details.

Note: GST details in the application will be auto populated based on the branch code selected.
### Figure 7. GST Details

<table>
<thead>
<tr>
<th>Branch code</th>
<th>Address of the factory / premises where the items to be imported are proposed to be used</th>
<th>GST Number</th>
<th>Jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>DL/HAS GARDEN, F K Road, Delhi, Central, Delhi, 110001,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>DL/SHAD GARDEN, F K Road, Delhi, Central, Delhi, 110001,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>MAU/VIHAR, JL. MORE, Delhi, East, Delhi, 110006,</td>
<td>27AAMCR84862R22Q</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>MAU/VIHAR, SBC ROAD, Delhi, Central, Delhi, 110001,</td>
<td>334AACR8484R22R</td>
<td></td>
</tr>
</tbody>
</table>
8. User will be displayed Industrial Registration Details

Note: Industrial Registration Details will be auto populated from the user IEC profile.

![Industrial Registration Details](image)

Figure 8. Industrial Registration Details

9. User can click on Clear All button to clear all the input fields if required.

![Clear All Button](image)

Figure 9. Clear All Button
10. User will click on Save & Next button to proceed further in filling the application

![Image of Save & Next Screen]

Figure 10. Save & next Screen

11. On click on Save & next button. User will land into Past Year Exports/Deemed Supplies Details.

- Past Year Exports/Deemed Supplies Details will be auto filled and auto populated

Note: Past Year Exports/Deemed Supplies Details will be auto fetched from the User IEC details.

Below prefilled multiple rows past year exports details are mentioned in the grid

- Financial Year
- Direct Exports
- Third Party Exports
- Total Exports
- Supplies to SEZ
- Total Supplies to SEZ
- Supplies to EOU
- Other Deemed Exports
- Total Deemed Exports
12. User will be displayed with the mentioned mandatory fields marked in asterisk (*):

- Total FOB Value of Exports in Preceding Financial Years in INR (Crores)
- CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores)
- Total Entitlement in INR (Crores)
- Balance Entitlement in INR (Crores)
13. User will click on Save & Next button to proceed with application.

![Figure 13.Save and Next button Screen](image)

14. User will fill the Export Details. Under Export Details.

14. User will select the below mentioned Export Group Details, mandatory input fields from the drop down

- Export Product Group
- Currency of Imports
- Freely convertible currency
15. Norms Committee Meeting Details will be displayed in the grid with below mentioned details
   - Meeting number
   - Meeting date
   - HQ File number
   - Export: User will click on View Export link to view the Export details for the selected product group
   - Input: User will click on View Input link to view the Input details for the selected Export group details
   - Remarks

   Note: Held meeting details for the selected Export Product Group will be displayed under Norms Committee Meeting Details
16. User will fill the below mentioned mandatory Export Items inputs and Click on add button to add the item details in the grid

- Item(s) to be exported /supplied
- Export Item Technical Characteristics
- ITC (HS) Code: Auto fill based on description mapped to ITC(HS) code entered by user
- Quantity
- UOM
- Total FOB / FOR Value (INR)
- Total FOB / FOR value (in freely convertible currency): auto calculated based on currency selected by user

![Export Items Screen](image)

Figure 16. Export Item Screen

17. Cumulative Export Value will be auto filled dependent upon Export Items details added
- Grand Total FOB / FOR value of Exports to be made, excluding commission (INR)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In currency of imports)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In US $)
- Applicable Norms Committee: Norm Committee to whom the application will be submitted for the approval

Note: Norms Committee will be selected on basis of Total FOB (Freight on Board) value and ITC(HS) code.
18. User will click on Save & Next button to proceed further with the application

![Save & Next button Screen]

19. User will fill the below mentioned mandatory input fields Input Details and click on Add button to add the Input details in the grid

- Export Serial No.: User will get the drop-down numeric value as per the input details added
- Inputs as per: Based on the Nature of Modification required ● Input Description:
- ITC (HS) Code
- UOM
- Purpose of requirement Relationship /utility /application of import or export
- Total Quantity Required
● Total Quantity Invalidated

● Total Quantity to be imported: Auto Calculated, (Quantity Required - Quantity Invalidated)

● Total CIF Value (INR)

● Total CIF value (in freely convertible currency): is the system calculated field

● CIF invalidated (In Rs)

● CIF value Invalidated (in freely convertible currency): is the system calculated field

● Source of Import: will be populated by system based on the user inputs

![Figure 19. Input Details](image)

20. On clicking on Add button, the data will be added to the grid as mentioned below
21. User can deselect the Input required check box. By default, the input details grid check box is selected

22. Cumulative Import Value will be auto filled

- Grand Total CIF value of Imports applied for (INR)*
- Grand Total CIF value of Imports applied for (In currency of imports)
- Grand Total CIF value of Imports applied for (In US $)
- Grand Total CIF value of Imports invalidated (INR)
- Grand Total CIF value of Imports invalidated (In currency of imports)
- Grand Total CIF value of Imports invalidated (In US $

User will add the below mentioned mandatory input fields in Cumulative Import Value
- Total exemption (GST duty in notional value)
- Total exemption (Basic custom duty in notional value)

![Cumulative Import Value](image)

**Figure 23. Input Details: Add button Functionality**

23. User will click on Save & Next button to proceed further with the application

![Cumulative Import Value](image)

**Figure 24. Save & next button Screen**

24. User can add Wastage Claimed Details grid by clicking on the Add Input Items for Wastage Claim.
25. In Add Input Items for Wastage Claim. User can add the import details by selecting/checking the import detail row and click on Add button

26. User will provide Wastage Claimed in % of Input Value and Justification and click on update button
27. Details will be successfully be added in the grid

28. User will click on Save & Next button to proceed further with the application
29. User will fill the Past Year Production/consumption Data Details by selecting the Financial years drop down.

Note: Past Three-year financial years will be displayed

![Figure 30. Past Year Production/Consumption Data Details](image)

30. User will fill the Past Year Consumption details mandatory input fields and click on Add button to save the details in the grid.

![Figure 31. Past Year Production/Consumption Data grid view](image)

31. Cumulative values will be calculated and add under the cumulative value grid.
32. User will click on Save & Next button to proceed further with the application.

33. User can add maximum of 5 attachment for 5 MB and Remarks.

Note: After uploading the document. Click on add attachment button to add the attachment and remarks in the grid.
34. User will add CA/CE Details in the grid by clicking on the Add CA/CE details button.
CA/CE details are the norms approved details available in CA/CE repository

35. User will add the details from the Appendix List by searching the appendix from search input field available
### 36. User will select or check the multiple rows and click on Attach Appendix button

- Select 1
- Select 2
- Select 3
- Select 4
- Select 5
- Select 6

![Figure 36.CA/CE: Search details](image1)

### 37. Details will be added in the grid as mentioned below.

- Select 7
- Select 8

![Figure 37.CA/CE: Add Appendix](image2)
38. User can add Bank Guarantee Details by clicking on the Add Bank Guarantee Details

39. User can search for the Bank Guarantee details by entering input search parameter
40. User can select any one row containing Bank guarantee details and click on Add button

![Bank Guarantee Details](image)

**Figure 40. Search Bank Guarantee Details**

**Figure 41. Add Bank Guarantee Details**
41. The details will be added in the grid as mentioned below

![Bank Guarantee Details](image)

Figure 42. Add Bank Guarantee grid view

42. User will click on Save & Next button to proceed further in filling the application

![Application Summary](image)

Figure 43. Save & Next button details

43. User will accept the declaration, enter the place and click on Save & Next button.
44. 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.
45. User will have to sign the application using the DSC token or e-Sign. User will be redirected to the payment gateway for the paying the applicable application fee.
46. After E-sign the application, E-payment receipt along with payment details will be generated
5. View and Track Status

- User can check the submitted application with the application status User will click on My Dashboard >> Submitted application

![View and Track status](image)

Figure 48: View and Track status

- On Click of submitted application below mentioned screen will appear

![Track Application status](image)

Figure 49: Track Application status

- User can search the application with the below mentioned search parameters

Type of Scheme: User will select the Type of Scheme as Norms

Type of sub Scheme: Norms Fixation

From and To date: User can search the application by to and from date
Application number: User can search file with application number available

File number: User can search file with the valid File number

- User needs to enter the mandatory field to check the file details

![Figure 50. File details](image)

- User will click on (+) sign to view the status of the file

![Figure 51: File status](image)

- User will click on Action button to view the various File details
• Print: To print the submitted application

• Attach Documents: User can attach extra documents for the submitted application if the request is in ‘In progress’ status.

Figure 53: Attach Document

• Payment Details: User can check the payment details and download the receipt for the submitted application.

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

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

• View Approved Letter: In case the status of the request is ‘Approved’, then user can check and download the approved letter.
• **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.

![Figure 54: Withdraw File](image)

• **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:

1. **With attachment:** User will amend the application with attachment and adding additional remarks
2. **Without attachment:** User will amend the previous application and attach additional remarks and submit the application

6. **Online Proceedings**

- DGFT officer will call importer exporter for the Personal Hearing for application submitted by the Importer/Exporter with meeting date, time and venue
- Importer/Exporter will check for the personal hearing under

My Dashboard >> Online Proceedings

![Figure 55. My Dashboard >> Online Proceeding](image)

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

IEC: will show the IEC number of the importer/exporter
File number: Norms file which is submitted by importer/exporter
Proceeding Name:
Norms Fixation
Proceeding status: Status of the file submitted by importer/exporter

<table>
<thead>
<tr>
<th>SL No.</th>
<th>IEC</th>
<th>File Number</th>
<th>Proceeding Name</th>
<th>Proceeding Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BFPG4562N</td>
<td>HQK2WNNPPWYYBOE2482421</td>
<td>Norms Fixation</td>
<td>Open</td>
</tr>
<tr>
<td>2</td>
<td>BFPG4562N</td>
<td>HQK2WNNPPWYYBOE2482421</td>
<td>Norms Fixation</td>
<td>Closed</td>
</tr>
<tr>
<td>3</td>
<td>BFPG4562N</td>
<td>HQK2WNNPPWYYBOE2482421</td>
<td>Norms Fixation</td>
<td>Open</td>
</tr>
<tr>
<td>4</td>
<td>BFPG4562N</td>
<td>HQK2WNNPPWYYBOE2482421</td>
<td>Norms Fixation</td>
<td>Open</td>
</tr>
<tr>
<td>5</td>
<td>BFPG4562N</td>
<td>HQK2WNNPPWYYBOE2482421</td>
<td>Norms Fixation</td>
<td>Open</td>
</tr>
</tbody>
</table>

Figure 56. Online proceeding grid view

- User will click on Norms Fixation link to submit the personal hearing response.

Figure 57. Click on Norm Fixation

- User will click on UDIN number under UDIN heading to view the personal hearing the letter

Figure 58. Click on UDIN number

- On click on UDIN number personal hearing approved letter details will show
• User will click on View letter link to view the personal hearing letter.

• On click of view letter, Importer/Exporter will see the Personal hearing letter
Hearing Letter

IEC: BFVP4542N

To
SURENDRA SINGH GURIJAR
snehiha.guniganti@iks.com
DILSHAD GARDEN, DELHI, 110011.


Sir/Madam,

In connection with the above subject for ratification of norms, the matter is under consideration by Norms Committee - 5. It is requested that the authorised representative(s) of the SSKTEST be available for a personal hearing on 2020-11-27 12:02 at Room No. 11, DGFT HQ, Udyog Bhawan, New Delhi. You are requested to confirm your presence at least a day prior to the hearing by logging in the DGFT website with your registered account. Please ensure that the person attending the hearing should be well-versed in the technical details and manufacturing process as applicable.

Further it is requested to furnish the below information/details sought in this matter for the committee to proceed further. The same can be submitted online at https://dgft.gov.in. Navigate to https://dgft.gov.in and click on Login. Login with your user credentials and view the applications pending action. Click to submit response online.

Figure 61. Personal hearing letter

- User will click on Submit link under Response heading to submit the Personal hearing response

Figure 62. Submit Response link
• After clicking on submit link under response heading.

• User provides confirmation for hearing as Yes/No by selecting the radio button. Note: Confirmation for Hearing is pre-selected as: Yes

• User can Request for Adjournment as Yes/No by selecting the radio button with additional remarks
  Note: Confirmation for Hearing is pre-selected as: No

[User will add mandatory attachment]

Figure 63. Personal Hearing response

• User will sign the declaration, add Place and click on save & next button

Figure 64. Sign document
- On click of Save & next button. User will E-sign the document with Aadhaar or Digital signature (DSC)

![Figure 65. E-sign document](image)

- User will click on submit button to submit the response

![Figure 66. Submit button](image)

- Response will be submitted successfully
Response has been successfully submitted to DGFT.

OK

Figure 67. Response submitted successfully

• Once the response is submitted user can check the submitted response by clicking on Norm fixation link under Proceeding name heading
• User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

Figure 68. Response submitted

• Once the action is taken on the Norms file Proceeding status will be closed

Figure 69. Proceeding status
7. **Search Norms**

- User will click on *‘Search Norms’*

![Figure 70. Search Norms card](image)

- Below mentioned screen will appear

![Figure 71. Search Norms screen](image)

- User shall select the search criteria from the radio button available as mentioned in the below screen
- For Search Type: Standard IO Norms

- User can search for Standard IO Norms based on the following search parameters and click on the Search button.

- Export Product Group: User will select the product group from the drop down
- SION Serial No: User can search and select for the SION serial number
- Export Item (Contains): User will enter the Export Item

- On click of search button, selected product group details will be shown to the user
By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively.

Figure 74. Standard IO Norms Report
### Norms Customer Portal User Help File V2.0

#### DGFT Public

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- **For Search Type:** SION Chapter Notes

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>View Notes</th>
<th>View Import</th>
<th>View Chapter Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5</td>
<td>1-(2-Propenyl)-1, 3-Dihydro-2-H Benzimidazol-2-One (Minimum 91 percent Purity)</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
<tr>
<td>A6</td>
<td>1-(3-Chloropropyl)-2-Benzimidazoline</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
<tr>
<td>A7</td>
<td>1-(4-Fluorobenzyl)-2-Chloro Benzi-midazole</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
<tr>
<td>A8</td>
<td>1-(6-Piperidinyl)-5-Chloro-2-Benzimidazolimine</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
<tr>
<td>A9</td>
<td>1-(Paratoly)-3-Methyl-5-Pyrazolone</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
<tr>
<td>A10</td>
<td>1-Ethyl-6-Fluoro-7-Chloro 1,4-dihydro-4-oxoquinoline-3-Carbonylic Acid (Norfloxaacin Intermediate)</td>
<td>View Notes</td>
<td>View Import</td>
<td>View Chapter Notes</td>
</tr>
</tbody>
</table>

**Figure 75. Export Excel, PDF**

- User will click on View notes link to view the Export Item notes
- User will click on View import link to view the input allowed
- User will click on View chapter notes link to view the chapter notes description

**Figure 76. View Notes, View import, View Chapter notes**
User can search for SION Chapter Notes by selecting the notes from the drop down, enter captcha and Click on search button.

Figure 77. SION Chapter Notes

Figure 78. Notes Drop down
- On click of search button, below mentioned details will appear as per the selected Notes.

![Image of Notes Table]

<table>
<thead>
<tr>
<th>S No</th>
<th>Notes Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bulk Drug and Drug Intermediates</td>
</tr>
<tr>
<td>2</td>
<td>Dye and Dye Intermediates</td>
</tr>
<tr>
<td>3</td>
<td>Glass</td>
</tr>
<tr>
<td>4</td>
<td>Ceramic Products</td>
</tr>
<tr>
<td>5</td>
<td>Paper made from wood pulp/ waste paper</td>
</tr>
<tr>
<td>6</td>
<td>Pesticides (Technical) Pesticides formulation from Basic Stage</td>
</tr>
<tr>
<td>7</td>
<td>Refractory items of the following types:</td>
</tr>
<tr>
<td>7a</td>
<td>Shaped and Fired</td>
</tr>
<tr>
<td>7b</td>
<td>Shaped and Tempered</td>
</tr>
<tr>
<td>7c</td>
<td>Others</td>
</tr>
</tbody>
</table>

Figure 79. Note Description report

- By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively.
<table>
<thead>
<tr>
<th>S No</th>
<th>Notes Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bulk Drug and Drug intermediates</td>
</tr>
<tr>
<td>2</td>
<td>Dye and Dye intermediates</td>
</tr>
<tr>
<td>3</td>
<td>Gloss</td>
</tr>
<tr>
<td>4</td>
<td>Ceramic Products</td>
</tr>
<tr>
<td>5</td>
<td>Paper made from wood pulp/waste paper</td>
</tr>
<tr>
<td>6</td>
<td>Pesticides (Technical)/Pesticides formulation from Basic Stage</td>
</tr>
<tr>
<td>7</td>
<td>Refractory items of the following types:-</td>
</tr>
<tr>
<td>7a</td>
<td>Shaped and Fired</td>
</tr>
<tr>
<td>7b</td>
<td>Shaped and Tempered</td>
</tr>
<tr>
<td>7c</td>
<td>Others</td>
</tr>
</tbody>
</table>

Figure 80. Export to PDF, Excel