



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File for Norms Fixation Technical Authority

Version 1

Aug 2025

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1. Introduction and Accessing DGFT Portal

This document is the help file for the Technical Authority in the new system. To access the new portal, navigate to <https://dgft.gov.in>.

2. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require:

- Internet Connection
- Valid Email and Mobile Phone Number

Then proceed with the following steps -

1. Visit the DGFT website and proceed with the registration process.
2. Enter the Registration Details.
3. Select Register User as **IMC/NC/EFC/IMWG Technical Authorities** and select Sub-entity as **Technical Authority**

Register User As*

IMC/NC/EFC/IMWG Technical Authorities

Sub Entity Type*

Technical Authority

Assigned To*

NC-1 Engineering Items

NC-2 Engineering & Electronic Items

NC-3 Pharma / Organic Items

NC-4 Chemical & Allied Items

NC-5 Textiles and Leather Items

NC-6 Food / Marine / Miscellaneous Items

NC-7 Plastic / Rubber Items

Email ID *

Mobile No. *

4. Fill out the form – all the mandatory details.
5. Enter the OTPs received on email and mobile number.
6. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

OTP sent successfully

REGISTER

First Name * PRASHANT Last Name * SEHGAL

Email ID * Mobile No. *

Enter Mobile OTP * Enter Email OTP *

Enter Mobile OTP Enter Email OTP

1 : 55

Back Register

Enter OTP's received

Click on Register

3. Dashboard

As the new user on-boards the DGFT Portal the first screen displayed is the Dashboard screen as shown below:

Directorate General of Foreign Trade

GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- A+ | Helpline 1800-572-1550 1800-111-550 | Ask VAHEI | Language | NAND

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

Home

Dashboard

Last Login 19-Jul-2022 11:52:44

For Your Action Notifications

No Task Available

20 Approved Applications	513 Pending Applications
0 Approved Minutes of Meeting	0 Pending Minutes of Meeting

Feedback

ABOUT US
DGFT Organization Structure
HQ Contact
RA Contact
Citizen Charter

SERVICES
IEC
Advanced
Authorization
EPCG

REGULATORY
Foreign Trade Statement
ITCHS Based Import & Export
Policy
SION

LEARN
Application Help & FAQs
E-Learning Videos
Open Online Course on International Trade
Goods & Services Tax (GST)

CONTACT US
Directorate General of Foreign Trade (Headquarters)
Udyog Bhawan, New Delhi
Web Information Manager
Directorate General of Foreign Trade (DGFT) Udyog

Ask VAHEI

Dashboard has the following 4 sections -

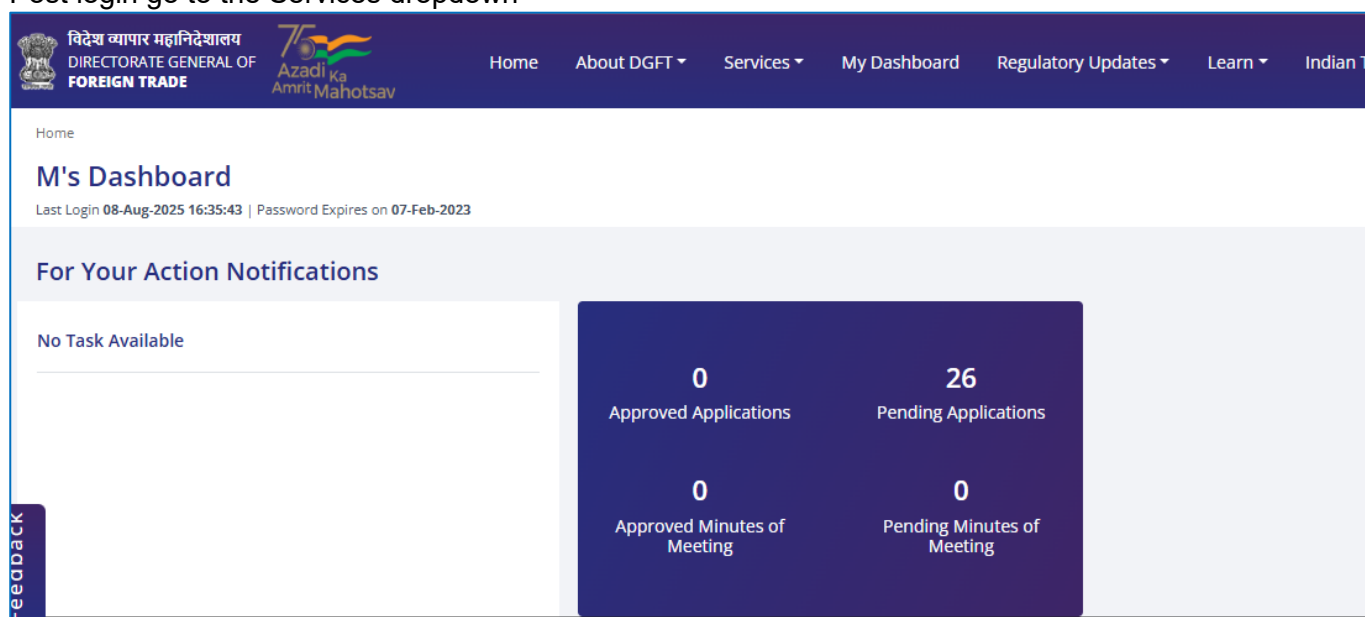
1. Approved Applications – displays a count of total number of applications approved.

2. Pending Applications – displays the count of total number of applications that are pending with the current user.
3. Approved Minutes of Meeting - displays a count of total number of minutes approved.
4. Pending Minutes of Meeting - displays the count of total number of Minutes of Meeting that are pending with the current user.

4. Verifying Assigned Cases

To verify the assigned cases, follow these steps -

1. Visit the DGFT website <https://www.dgft.gov.in/CP> and login into the portal using valid credentials.
2. Post login go to the Services dropdown



3. Navigate to My Dashboard > **Cases Pending Examination**. All the cases pending with the user will be displayed on screen.
4. To open a case, click on the radio button then click on the **Show Case Details** button at the bottom



5. The application as filled in by the exporter will be displayed.

The screenshot displays the application details screen. At the top, there are four input fields: IEC Number (0296004294), Entity Name (AMRIT EXPORTS PRIVATE LIMITED), Authorisation No (0211009837), and Authorisation Date (07/11/2025). Below these is a progress bar with nine steps: Basic Details (checked), Past Year Exports/Deem..., Export Details, Input Details, Additional Input Details, Past Year Production/C..., Attachments, Declaration, and Application Summary. Under the progress bar are five buttons: Recommend Deficiency, Recommend with Amendment, Recommend without Amendment, Recommend Rejection, and Send back to Committee without recommendation. Below these are four expandable sections: Basic Details, Co-Licensee Details (Optional), Supporting Manufacturer Details (Optional) (with a red error icon), and Industrial Registration Details. At the bottom, there is an Outstanding Authorisation Details button and Back to Main Screen and Next buttons.

6. The TA user can respond to the case using the 5 buttons provided at the top -

a **Recommend Deficient** – To mark the file as deficient user will click on the Recommend Deficient button. Enter remarks and click on Issue Deficiency at the bottom.

The screenshot shows the 'Recommend Deficiency' screen. It has a title bar with a close button (X). The main heading is 'Recommend Deficiency'. Below it is a 'Remarks*' section with a rich text editor. The editor has a toolbar with icons for cut, copy, paste, undo, redo, bold, italic, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, and insert code. Below the toolbar are 'Styles' and 'Format' dropdown menus and a 'Full Screen' icon. The editor area is a large text box. At the bottom, there is a blue 'Issue Deficiency' button.

b **Send Back to the Committee** – The TA user can send the file back to the committee for remarks using this button. Enter remarks and click on the Send Back to Committee button at

the bottom of the dialogue box.

×

Send back to Committee without recommendation

Remarks*

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Styles | Format | 🔄

Send Back to Committee

c **Recommended with Amendment** - To mark the file as Recommended with Amendment click this button. Edit Export and Import Item Details as required by clicking on edit button [Recommend with Amendment](#)

Note:
1. Only fields which are with the label as recommended by TA are editable.
2. Other fields which are entered by the exporter are not allowed to edit. Any changes made in these fields will not be processed during processing of file.
3. File will only be processed in case it does not have any errors. In case of error, resolve the errors and again try to process file.

Bulk Upload

Excel

Serial No	Export Product Sl. No.	ITC HS Code of Export Product	Export Product Description (As applied by the firm)	Export Product Description (As recommended by TA)	Export Product Qty. (As applied by the firm)	Export UOM (As applied by the firm)	Export Product Qty. (As recommended by TA)	Export UOM (As recommended by TA)	Import Item S.No	ITC HS Code of Import Item	Edit
1	1	62113990	MADE OF 91% META ARAMID 5% PARA ARAMID 2% ANTISTATIC 2% SPENDEX220 GSM 10%+/- (IMP CONT 1		3000.0	NUMBERS (NOS)			2	96071190	

100% (100%)

d **Recommend without Amendment** – Enter Remarks and click on Submit

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Recommend without Amendment

Remarks*

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Styles

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Format

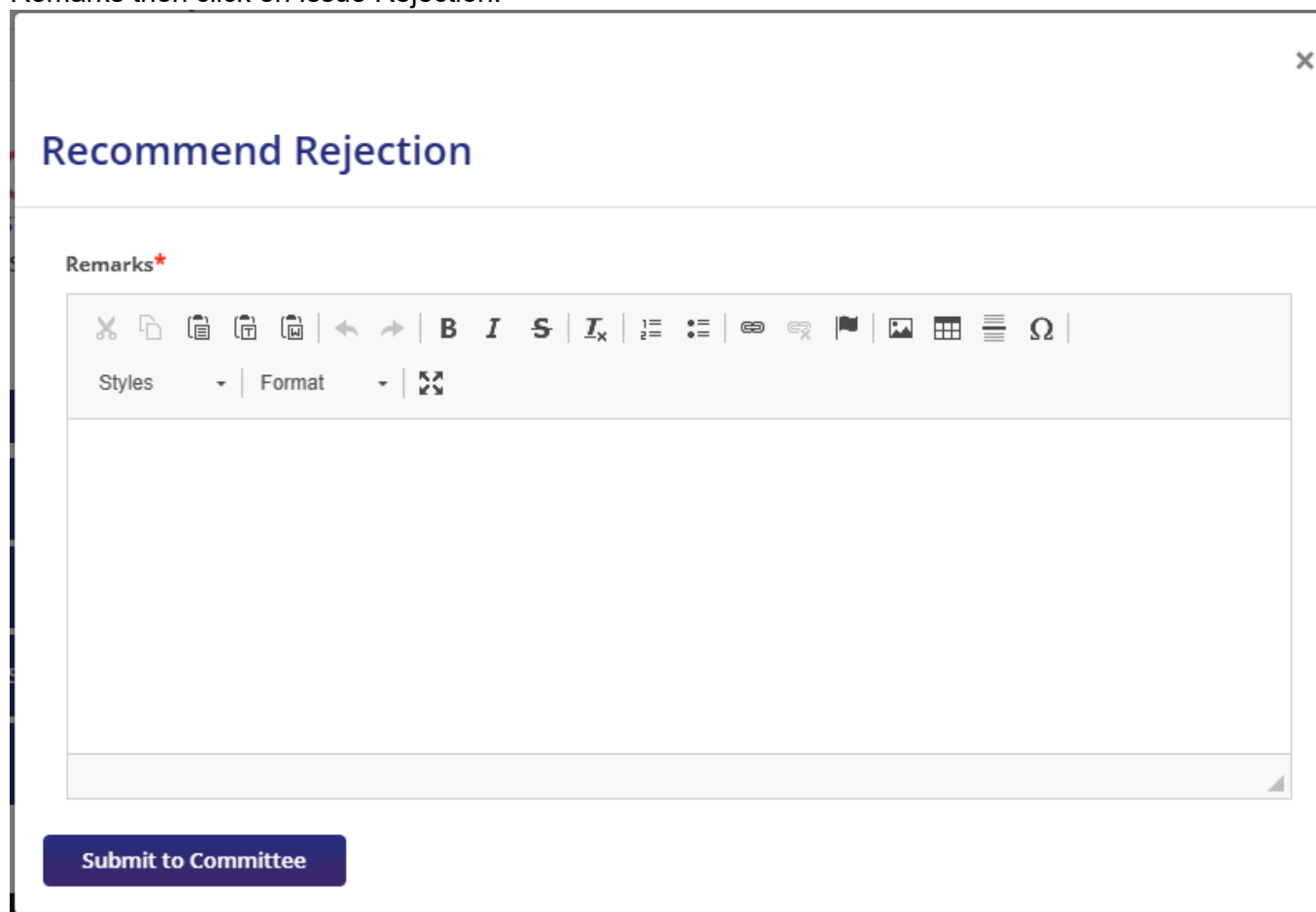
▼

🔗

Submit to Committee

9

e **Not Recommended** - To reject a file click on Recommend Rejection button. Enter Remarks then click on Issue Rejection.



7. Once an action has been taken against the file, the file will be removed from the Pending section and will be available **Updated Cases** for read only purpose.

Note : In case action (Approved or Rejected) has been taken by DGFT officer then the case can only be accessed through Updated Cases only.

Show 10 entries

Select	Sr No.	Entity Name	Authorisation No	Date of Authorisation Issued	IEC Number	File refer Date	Norms Committee	File Number
☒	1	[REDACTED] EX LIMITED	[REDACTED]	13/10/2025	[REDACTED]	22/10/2025	5	[REDACTED]

View Response [View Response](#)

Application Type ANF-4A

Norms Type Norms Fixation

Meeting Date 12/11/2025

☒	2	[REDACTED]	[REDACTED]	15/09/2025	[REDACTED]	14/11/2025	5	HQRNORMAPPI [REDACTED]
☒	3	[REDACTED] S INTERNATIONAL	[REDACTED]	01/09/2025	[REDACTED]	17/11/2025	5	HQRNORMAPPI [REDACTED]