

F.No.A-22013/1/2011/HRD-I
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udhyog Bhawan, New Delhi

Dated: 7th May, 2012

Office Order No. 29/2012

In supersession of office order no: 24/2012 dated 29th March, 2012, a revised Work allocation in DGFT Hqrs with changes in the posting of Addl.DGFT, Dy.DGFT & FTDOs is enclosed in the Annexure along with list of Link Officers.

2. Changes are highlighted in bold print.
3. In order to run the office smoothly, the officers/link officers may mark any file to any of their subordinate officers for immediate action.



(G.A.Reddy)
Deputy Director General of Foreign Trade
Tel: 23061562 Ext. 215
Email: ga.reddy@nic.in

Copy to:-

1. DG, Addl. DGsFT, Jt.DGsFT
2. All other officers concerned. They are requested to comply with the order immediately.
3. EDI-with the request to upload on this Directorate's website.
4. HRD-II&III/O&M/Gen./R&I/Vig/Reception
5. Hindi Section for Hindi version.
6. Office Order File/Guard File/Personal files of officers concerned.

Annexure

WORK ALLOCATION IN DGFT(Headquarters) WITH TELEPHONE & E-MAIL DETAILS(dated. 07.05.2012)						
Sr. No.	Section/ work	Key work	FTDO/Asst.Director	Asst. DGFT/ Dy.DGFT	Jt.DGFT	DG/ Addl.DGFT
ESTABLISHMENT MATTERS						
1	HRD-1	Gazetted officers	(i) V.Sripathy Ext.252 svr.rao@nic.in (ii) Haradhan Das haradhan.dhas@nic.in Ext.252 (iii) Thresia Mathew thresia.mathew@nic.in Ext.251	G.A.Reddy Ext.-215 ga.reddy@nic.in	Vibha Bhalla 23062240 v.bhalla@nic.in	D.K. Singh 23063466 dksingh@nic.in
2	HRD-2	Non gazetted	(i) M.Vikram Singh Ext.254 mv.singh@nic.in (ii) S.Muthu Kumar Ext.254 muthu.k@nic.in	G.A. Reddy Ext.-215 ga.reddy@nic.in	Vibha Bhalla 23062240 v.bhalla@nic.in	D.K. Singh 23063466 dksingh@nic.in
3	HRD-3	Group D	Pradeep Kumar, Ext.-256 pradip.kumar@nic.in	H.K. Roy Ext.-275 hk.roy@nic.in		Ajay Mishra 23061215 amishra@nic.in
4	Vigilance		Sureksha Sharma Ext.- 261 sureksha.sharma@nic.in	Ashish Mohan Ext.-228 ashish.m@nic.in	Vibha Bhalla 23062240 v.bhalla@nic.in	D.K. Singh 23063466 dksingh@nic.in
5	General		Prakash Chand Ext.-231 prakash.chand@nic.in	Ishwar Singh Ext.-385 i.singh@nic.in	Shubhra 23063249 shubhra.ag@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
6	Stationery	Asstt.	Harit Kumar Shakya Ext.-294 haritk.shakya@nic.in	Ishwar Singh Ext.-385 i.singh@nic.in	Shubhra 23063249 shubhra.ag@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
7	R&I (Receipts & Despatch)		Shringari Devi Meena Ext.-398,249 shringari.meena@nic.in Kewal Krishan Ext.-398,249 kewal.k@nic.in	C.S. Rao Ext.243 cs.rao59@nic.in	S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	N.P.S. Monga 23061990 npsmonga@nic.in
8	Record		Satyawan	C.S. Rao Ext.243 cs.rao59@nic.in	S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	N.P.S. Monga 23061990 npsmonga@nic.in
9	Library		Savita Saxena Ext.-350 savita.saxena54@nic.in		S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	---
10	Cash		M.R.Bakshi Ext.-286,287 mr.bakshi@nic.in	C.S. Rao Ext.243 cs.rao59@nic.in	S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	N.P.S. Monga 23061990 npsmonga@nic.in

11	Budget & Accounts (B&A)		Kamlesh Kumar Ext: 404 Email:kamlesh.kumar@nic.in	C.S. Rao Ext.243 cs.rao59@nic.in	S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	N.P.S. Monga 23061990 npsmonga@nic.in
12	Hindi Section		i) Nirmal Sharma Ext.257/313 ii)Jitender Kumar Arya Ext.2576/313	Brij Bhan	S.K.Samal Ext.259 sk.samal@nic.in w.e.f 1/3/2012	V.K. Srivastava 23063801 vk.srivastava@nic.in
13	Inspection		R.K. Malhotra Ext.-297 ravinder.malhotra@nic.in	Hemant Kumar Roy Ext.-275 hk.roy@nic.in	S.K.Samal Ext.259 sk.samal@nic.in	V.K. Srivastava 23063801 vk.srivastava@nic.in
14	DGCI&S		Atul Kumar Ext.-340 atulkumar@nic.in	Hemant Kumar Roy Ext.-275 hk.roy@nic.in	Vijay Rajamohan 23061056 vijay.rajmohan@nic.in	D.K. Singh 23063466 dksingh@nic.in
POLICY FORMULATION AND POLICY CLARIFICATION						
15	Trade consultation	BoT, ISTC, Port officers meeting, Open House Issues raised by Exporters for States	Harit Kumar Shakya Ext.-294 haritk.shakya@nic.in	Ishwar Singh Ext.-385 i.singh@nic.in	R.S. Ratna 23062968 rsratna@nic.in	D.K. Singh 23063466 dksingh@nic.in
16	WTO/FTA Cell		Ram Kumar Ext.-292 ram.kumar@nic.in	S.Latha Ext.-222 latha.s@nic.in	R.S. Ratna 23062968 rsratna@nic.in	D.K. Singh 23063466 dksingh@nic.in
17	Policy-1	FTD&R Act, Pre-budget proposal, Chapter-1	Ram Kumar Ext.-292 ram.kumar@nic.in	S.Latha Ext.-222 latha.s@nic.in	R.S. Ratna 23062968 rsratna@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
18	Policy-2 (A&B)	Chapter 2 and 9 of FTP	(i) A.K.Tyagi Ext.-239 (ii) Gorke Beri Ext.-239 gorke.beri@nic.in	G. Parthasarathi Ext.-301 parthasarathi.g@nic.in	A.K. Singh 23062232 anilsingh@nic.in	D.K. Singh 23063466 dksingh@nic.in
19	Policy-3	All schemes of Chapter 3 of FTP; Co-ordination pertaining to financial outgo; DFCE/TPS	Nishat Kumar Ext.-241 nishat.kumar@nic.in	Ajay Kumar Sinha Ext.-232 ak.sinha66@nic.in	Hardeep Singh 23062488 hardeep.singh@nic.in	D.K. Singh 23063466 dksingh@nic.in
20	Policy-4	General issues relating to Foreign Trade (including Rupee appreciation) and FTP formulation	Chitra Sharma Ext.-376 chirag.sharma@nic.in	C. Gangadharan Ext.-250 c.gangadharan@nic.in	R.S. Ratna 23062968 rsratna@nic.in	D.K. Singh 23063466 dksingh@nic.in

21	Policy-5	Chapter 5 of FTP; EPCG	Rekha Sharma Ext.293	Rita Mahana Ext.-288 r.mahna@nic.in	A.K. Singh 23062232 anilsingh@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
22	Policy-6,	Chapters 6 & 8 of FTP, (EOUs, Deemed Exports, etc.),SEZ	Shyam Lal Ext.-235 shyam.l@nic.in	Krishan Kumar Ext: 380 krishna.kr@nic.in	L.B. Singhal Tel No23062671 lb.singhal@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in

POLICY EXECUTION						
23	DES-1 (NC-1)	ENG	K.C.Raju Ext.-265 kc.raju@nic.in	G. Parthasarathi Ext.-301 parthasarathi.g@nic.in	----	N.P.S. Monga 23061990 npsmonga@nic.in
24	DES-2 (NC-2)	ELECTRO NICS	Raman Kumar Ext.-267 ramankumar66@nic.in	Parveen Sharma Ext.246 parveen.s@nic.in	Hardeep Singh 23062488 hardeep.singh@nic.in	---
25	DES-3 (NC-3)	PHARMA/ ORANICS	Lalita Maini Ext.-269 i.maini@nic.in	R.C.Meena Ext.359	---	N.P.S. Monga 23061990 npsmonga@nic.in
26	DES-4 (NC-4)	CHEMICALS AND ALLIED	G. Saravanan Ext.-263 g.saravanan@nic.in	Parveen Sharma Ext.246 parveen.s@nic.in	---	V.K. Srivastava 23063801 vk.srivastava@nic.in
27	DES-5 (NC-5)	TEXTILES	P.P. Pasricha Ext.-264 pp.pasricha@nic.in	Kailash Chand Meena Ext.-344 kc.meena68@nic.in	A.K. Singh 23062232 anilsingh@nic.in	---
28	DES-6 (NC-6)	FOOD, MARINE, MISC	S.K. Panigrahi, E.O. Ext.-262 sk.panigrahi@nic.in	C. Gangadharan Ext.-250 c.gangadharan@nic.in	Shubhra 23063249 shubhra.ag@nic.in	---
29	DES-7 (NC-7)	PLASTICS, RUBBER	Sudama Nand Sharma Ext.-266 sudamanand.sharma@nic.in	Krishan Kumar Ext.-380 krishna.kr@nic.in	L.B. Singhal Tel No23062671 lb.singhal@nic.in	--
30	EPCG I	(A to M)	A K Gopal Ext.-293 ak.gopal@nic.in	Rita Mahana Ext.-288 r.mahna@nic.in	A.K. Singh 23062232 anilsingh@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
31	EPCG II	(N to Z)	Sunil Kr Swarnkar Ext.-294 sk.swarnkar@nic.in	Rita Mahana Ext.-288 r.mahna@nic.in	A.K. Singh 23062232 anilsingh@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
32	Import Policy and import licensing of Marble	Marble	Pramod Kumar Ext.290 pramad.kumar70@nic.in	Niranjan Kaur Ext.-277 niranjan.kaur@nic.in	Hardeep Singh 23062488 hardeep.singh@nic.in	V.K. Srivastava 23063801 vk.srivastava@nic.in
33	Import Cell for Restricted items	Restricted items	D.C. Katoch Ext.290 dc.katoch56@nic.in	B.K.Sachdeva bk.sachdeva@nic.in	Shubhra 23063249 shubhra.ag@nic.in	D.K. Singh 23063466 dksingh.nic.in

34	Export Cell (Non-SCOMET)	Export Policy & Export Licensing, EFC	Sameer Sinha Ext.-270 sameer.sinha@nic.in	Daya Shankar Ext.-216 daya.shankar@nic.in	Hardeep Singh 23062488 hardeep.singh@nic.in	V.K. Srivastava 23063801 vk.srivastava@nic.in
35	Export Cell (SCOMET)	i) SCOMET On-line ii) Export Policy & Licensing of SCOMET items	Banshi Dhar Panwar Ext.-271 bd.panwar@nic.in	Jean G.V. Zingkhai Ext.253 jgv.zingkhai@nic.in	i) Vibha Bhalla 23062240 v.bhalla@nic.in ii) S.K. Samal Ext.259 sk.samal@nic.in	V.K. Srivastava 23063801 vk.srivastava@nic.in
36	Drawback		Shyam Lal Ext.-299 shyam.l@nic.in	Krishan Kumar Ext.-380 krishna.kr@nic.in	L.B. Singhal Tel No23062671 lb.singhal@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
37	DEPB Committee		Rajbir Singh Ext.-234 rajbir.singh62@nic.in	S.Latha Ext.-222 latha.s@nic.in	R.S. Ratna 23062968 rsratna@nic.in	V.K. Srivastava 23063801 vk.srivastava@nic.in
38	PIC/PRC		Sonika Khattar Ext.-274 s.khattar@nic.in	Sanjay Kumar Ext.112 sanjay.k68@nic.in	Rajiv Arora 23061573 rajiv.arora@nic.in	D.K. Singh 23063466 dksingh.nic.in
39	GRC		G.S. Negi Ext.-307 gsnegi@nic.in	Kailash Chand Meena Ext.-344 kc.meena68@nic.in	Director, D/o Commerce	----
40	Export Facilitation	Grievance & Coordination	G.S. Negi Ext.-307 gsnegi@nic.in	Kailash Chand Meena Ext.-344 kc.meena68@nic.in	Rajiv Arora 23061573 rajiv.arora@nic.in	DG 23062777 dgft@nic.in
41	Data Maintenance Cell in EDI & ISO Certification		Sunita Sajwan Ext.-392 sunita.sajwan@nic.in	Akhil Chandra Jha Ext.-394 akhil.chandra@nic.in	Rajiv Arora 23061573 rajiv.arora@nic.in	D.K. Singh 23063466 dksingh.nic.in
42	EDI		Arun Kohad Ext.-392 arun.kohad@nic.in	Akhil Chandra Jha Ext.-394 akhil.chandra@nic.in	Rajiv Arora 23061573 rajiv.arora@nic.in	
COORDINATION						
43	Litigation		Mahender Singh Ext.300 Mahender.singh53@nic.in	R.C.Meena Ext.359	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
44	Audit		S.K. Pandey Ext.-300 sudhanshu@nic.in	R.C.Meena Ext.359	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
45	O&M/TWSU		Puneet Sharma Ext- 297 puneet.sharma@nic.in	R.C.Meena Ext.359	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in

46	RTI		Puneet Sharma Ext- 297 puneet.sharma@nic.in	R.C.Meena Ext.359	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
47	Parliament		S K Shivani Ext.-311,312	Sukhvir Singh Ext.-328	-	D.C.Sharma 2306158 dcsharma@nic.in
48	SOM			R.C.Meena Ext.359	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	DG 23062777 dgft@nic.in

ENFORCEMENT

49	ECA-1 (East Zone)	Appeal cases	Veena Quanungo Ext.-281 veena.quanungo@nic.in	Rama Nand Meena Ext.-276 ramanand.meena@nic.in	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
50	ECA-1 (West Zone)	Appeal cases	Narendra Vashista Ext. 281 n.vashista@nic.in	Rama Nand Meena Ext.-276 ramanand.meena@nic.in	Vijay Rajmohan 23061056 vijay.rajmohan@nic.in	N.P.S. Monga 23061990 npsmonga@nic.in
51	ECA-1 (North & South Zones)	Appeal cases	Veena Quanungo Ext.-281 veena.quanungo@nic.in (Additional Charge)	Rama Nand Meena Ext.-276 ramanand.meena@nic.in		V.K. Srivastava 23063801 vk.srivastava@nic.in
52	ECA-2		Priya Ranjan Ext.-283 priya.ranjan@nic.in	C.S. Rao Ext.243 cs.rao59@nic.in		N.P.S. Monga 23061990 npsmonga@nic.in
53	Staff Officers to ADG's	To assist ADGs in disposal of cases	(i) Mahendra Singh-ADG (VKG) mahender.singh@nic.in (ii) SurinderBhardwaj-ADG (VKS) (iii) Hari Om- ADG (NPSM) hari.om@nic.in			

STATISTICS DIVISION

54	Foreign Trade Statistics		S K Shivani sk.shivani@nic.in	Sukhvir Singh, ISS Ext.328		D.C.Sharma 2306158 dcsharma@nic.in
55	MIS/Publication		Meena Nandwani	Sukhvir Singh Ext.328		Ajai Mishra 23061215 amishra@nic.in

Note : Shri V.Rajmohan, Jt. DGFT will be the Transparency Officer of DGFT.

Link Officers

Addl.DGFT

S.No	Name of the Officer	Link Officer
1.	Shri D.K.Singh	Shri V.K.Srivastava and Vice-versa
2	Shri N.P.S.Monga	Shri V.K.Srivastava

Statistical Adviser

S.No.	Name of the Officer	Link Officer
1.	Shri Ajai Mishra	Shri D.C.Sharma and Vice-versa

Jt.DGFT

S.No	Name of the Officer	Link Officer
1	Ms.Vibha Bhalla	Shri Vijay Rajmohan
2	Dr.L.B.Singhal	Shri Hardeep Singh and Vice-versa
3	Dr. Rajiv Arora	Ms.Shubhra and Vice-versa
4	Shri Anil Kumar Singh	Shri R.S.Ratna and Vice-versa
5	Shri S.K.Samal	Shri Vijay Rajmohan and Vice-versa

Dy. DGFT

S.No.	Name of the Officer	Link Officer
1.	Ms. Rita Mahna	Shri G.Parthasarathi