Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi
Dated the 29th July, 2021

O&M Instruction No. 01/2021

It has been decided to create a nodal unit in the DGFT Hqrs., to be known as Export Monitoring Desk, to monitor the performance of exports, commodity/country wise.

2. The allocation of items of work in Export Monitoring Desk would be as under:
   a) To track and analyze the export performance data, commodity and country wise, on a monthly basis;
   b) To generate country wise/commodity wise export performance reports for countries on a monthly basis;
   c) To send export performance reports country wise/commodity wise for follow up by the concerned Divisions/ Missions/ EPCs, monthly and as and when required;
   d) To compile, collate and coordinate such other information, as may be needed, from time to time, to monitor the export performance.

3. The Export Monitoring Desk would function under the overall supervision of Statistical Adviser.

4. The Desk would be headed by Deputy Director and assisted by Assistant Director/ Senior Statistical Officers.

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To
1. PSO/ Sr. PS to CS
2. Sr. PS to DGFT
3. Statistical Adviser, DGFT
4. All Addl. DGs in DGFT Hqrs.
5. All officers/Sections in DGFT Hqrs.

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