

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE ADDL. DIRECTOR GENERAL OF FOREIGN TRADE
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AHMEDABAD 380009

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TRADE NOTICE NO.3/2023 DATED 08/09/2023

Sub: Discouraging physical visits by trade and industry and more use of Online/VC facility for interaction with officers of this office.

Trade and Industry is already aware that, Organization of DGFT, including RA Ahmedabad has been taking various steps to encourage use of online /VC facility for interaction with officers of this office and to discourage physical visits by the trade and industry.

2. Trade Notice No.06/2023-24 dated 31/05/20203 issued by Directorate General of Foreign Trade, New Delhi and Trade Notice No.2/2023 dated 05/06/2023 issued by the O/o Addl. DGFT, Ahmedabad may be referred in this regard.

3. Trade and industry serviced by this office is requested to avail online/VC facility for interacting, if required, with officers of the level of Astt DGFT and above for discussing their cases. Upon request, concerned officers would provide suitable time as well as link for the virtual hearing through the online/VC facility. The procedure to apply for VC facility for online hearing on the DGFT website is already given in the Trade Notice No.06/2023-24. **In addition, The VC facility introduced earlier for trade facilitation from 10.30 am to 11.30 am daily is also being continued for better trade facilitations.**

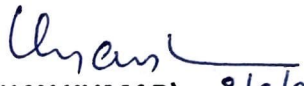
4. Physical visits by trade and industry to this office are strongly discouraged and exporters are strongly advised not to visit this office in person and instead discuss their cases through online/VC facility only.

5. However, **in exceptional circumstances** with valid reasons, trade and industry can meet the concerned officers **in person** under following conditions:

- Only Director/Partner/Proprietor or their authorized representatives/employees are allowed to attend such physical meeting.

- In case of Authorisation holders/Employees of the firms, authorizations must be approved by the Board in case of Limited and LLP companies, by the Managing Partner or by at least two partners in case of Partnership firms and by the proprietor in case of proprietorship concerns.
- Authorization must not have been issued more than 6 months earlier (on the date of its production at reception of the office).
- **Apart from above, no other person would be allowed entry in the office to meet the officers in the office.**
- This provision of requirement of proper authorization would be strictly enforced from 15th September 2023 onwards.

6. Difficulties or suggestions, if any, by the trade and industry in the above context may be brought to the notice of the undersigned for improvement, if any.


(VIJAY KUMAR) 8/9/23

Additional Director General of Foreign Trade

To

All Export Promotion Councils/Chambers
Notice Board