

MOST URGENT

TOPMOST PRIORITY

F. No. 01/02/24/AM-27/EG&TF (FTFS)
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade
E-Governance & Trade Facilitation (EGTF-I) Section

Vanijya Bhawan, New Delhi – 110 011

Dated: September 03, 2026

OFFICE MEMORANDUM

Subject: Implementation of the Faceless Trade Facilitation System (FTFS) and establishment of the Central Processing Department (CPD) in DGFT – request for scheme-specific inputs from Policy Cells – regarding.

The undersigned is directed to state that the proposal for introduction of a Faceless Trade Facilitation System (FTFS) and setting up of a Central Processing Department (CPD) in DGFT, for allocation-based, jurisdiction-neutral processing of online applications, has been approved in principle by the Hon'ble Minister of Commerce & Industry. The said system is to be launched on October 02, 2026.

2. The tentative list of DGFT's online services which would be processed through CPD and those that are proposed to continue with the Regional Authorities are as under:

- (a) Services handled by CPD:
 - (i) IEC key details modification (issuance is automatic);
 - (ii) Processes pertaining to Advance Authorisation / EPCG schemes:
 - (a) Issuance;
 - (b) Amendment;
 - (c) Revalidation;
 - (d) Export Obligation Extension; and,
 - (e) Redemption / Closure.
 - (iii) Issuance of various Certificates:
 - (a) Status Holder Certificate;
 - (b) Registration Certificates;
 - (c) End User Certificates; and,
 - (d) Certificate of Origin.
- (b) Services proposed to remain with RAs:
 - (i) Enforcement-cum-Adjudication proceedings;
 - (ii) Recovery proceedings and fraud investigations;

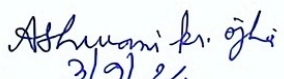
- (iii) Physical verification and inspection-based cases;
- (iv) Post-issuance verification functions selected on risk criteria;
- (v) Legacy and non-digitized cases requiring examination of physical records;
- (vi) Bond and bank guarantee related functions (till such time the e-Bond and e-BG modules are deployed);
- (vii) Invalidation-linked cases;
- (viii) Any cases flagged risky by automated rules engine.
- (ix) Authorizations involving sensitive items such as gold; and,

3. Since the final determination of scope necessarily requires domain and policy expertise relating to the schemes and processes concerned, Policy Cell-1, Policy Cell-2, Policy Cell-4 and Policy Cell-5 are requested to furnish specific, point-wise comments, within their respective areas of policy ownership, on the following:

- a. The processes/sub-processes under the schemes administered by the Cell that may appropriately be brought within the ambit of the CPD;
- b. The specific processes, categories of cases, or types of applications that ought to be excluded from the present ambit of the CPD, including those requiring physical verification, involving risk-prone or sensitive items, requiring examination of physical records, or otherwise necessitating jurisdiction-specific handling, along with brief reasons thereof; and,
- c. FTP/HBP related changes that are required to implement the aforesaid proposal so that a consolidated approval from the competent authority may be taken on the same.

4. The Policy Cells are requested to furnish their comments to the EGTF Section by September 07, 2026 for finalising the system design. In case no comments are received by the said date, it would be assumed that the policy cell has no comments to offer and their observations would not be included in the proposed system. Further, in case the policy cell has no comments to offer, "NIL" comments may be forwarded by the said cell to this division by the aforesaid date.

This issues with the approval of the Competent Authority.


3/9/26
(Ashwani Kumar Ojha)

Deputy Director

To,

1. Shri Daripelli Ramesh, Deputy DGFT, Policy Cell - 2.
2. Shri Saurabh Goyal, Deputy DGFT, Policy Cell - 4.

Copy to:

1. Shri Satya Raja Sekhar G, Joint DGFT, Policy Cell - 1 & 2.
2. Shri Pravin Nalawade, Joint DGFT, Policy Cell - 4.
3. Shri Raman Kumar, Joint DGFT, Policy Cell - 5.

Copy for Information to:

1. Shri Abhinav Gupta, Additional DGFT.
2. Shri Rakesh Kumar, Additional DGFT.
3. Shri Lokesh H. D., Additional DGFT.
4. Shri C. K. Mishra, Additional DGFT.
5. PSO to DG, DGFT.

Copy for information also to:

1. Shri Sanjeev Srivastava, Joint DGFT, HRD - for making necessary HR related arrangements for implementing the aforesaid proposal within the prescribed time limit.

F. No. A-22011/2/2026-HRD-I/905
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade

MOST IMMEDIATE

Vaniya Bhawan, New Delhi – 110 011
Dated: September 14, 2026

OFFICE MEMORANDUM

Subject: Allocation of Responsibility for operationalisation of Central Processing Department (CPD) to implement Faceless Trade Facilitation System (FTFS) in DGFT – regarding.

Faceless Trade Facilitation is a key initiative of the Directorate General of Foreign Trade aimed at enabling faceless, paperless and jurisdiction-free processing of trade-related applications, thereby enhancing transparency, reducing processing time and improving ease of doing business for exporters and importers. In order to implement the aforesaid Faceless Trade Facilitation System in DGFT, a Central Processing Department (CPD) is being established, with its physical location at CLA Delhi, as a central unit for processing of trade-related applications, and shall consist of officers and staff of DGFT drawn from its Headquarters and its Regional Authorities. The said System is proposed to be dedicated to the nation on October 02, 2026.

2. As part of establishment of CPD, action is required on multiple fronts, including works relating to physical infrastructure, legal framework, human resources and technology, requiring close coordination amongst various officers and offices of DGFT. Considering the scale and multi-dimensional nature of the activities involved in setting up and operationalising the CPD and for effective coordination, it has been decided to allocate specific areas of responsibility to the concerned Officers, to ensure focussed and time-bound implementation.

3. In this regard, the responsibility for various activities relating to Faceless Trade Facilitation – CPD is allocated as detailed below:

S. No.	Area of Responsibility	Officer(s) Responsible
1.	Coordinating all infrastructure related activities pertaining to: - Establishment of Central Processing Department (CPD) in the CLA Building - Identification of separate premises for CLA, if required, so as to ensure clear separation of premises of CPD and CLA	Shri Rakesh Kumar, Additional DGFT Shri Jaipal, Joint DGFT, CLA Delhi
	Legal and Training: Examination of all legal issues	

2.	relating to implementation of Faceless Trade Facilitation and identifying amendments in Foreign Trade Policy and Handbook of Procedures (HBP) • Preparation of training and orientation material for officers for conducting orientation and training of officers to be posted in CPD at IIFT OTA	Shri Lokesh H. D., Additional DGFT Shri Satya Raja Sekhar, Joint DGFT
3.	All HRD-related issues relating to posting of officers and staff in the CPD and the corresponding staff-related changes in the other RAs	Shri Abhinav Gupta, Additional DGFT Shri Sanjeev Shrivastava, Joint DGFT
4.	All Technical / Software / Back-office related changes required to implement FTFS	Shri Abhinav Gupta, Additional DGFT Shri Hrushikesh Reddy, Joint DGFT Shri Ashwani Kumar Ojha, Deputy DGFT
5.	All O&M and Budget related works pertaining to design of sections in CPD on the lines of RAs	Shri Chandra Kant Mishra, Additional DGFT Shri Saurabh Goyal, Deputy DGFT

4. Overall coordination of all the above activities relating to initial setting up of CPD for Faceless Trade Facilitation shall be done by the HRD Division. All files/proposals relating to the above works by the Officers responsible as mentioned in Para 3 above, shall be routed through HRD Division of DGFT for soliciting approval of DG, DGFT.

5. The Officers concerned are requested to take up the assigned activities on priority and ensure close coordination with each other, as well as with other stakeholder Divisions/Agencies, for timely and effective implementation, so that the Central Processing Department becomes functional prior to the date of launch of FTFS.

6. The Officers are requested to submit a daily status report at 10:00 AM on the progress of the activities assigned to them.

This issues with the approval of DG, DGFT.

Digitally signed by
SANJEEV SHRIVASTAVA
Date: 14-09-2026
09:18:50

(Sanjeev Shrivastava)

Joint Director General of Foreign Trade

To

1. Shri Rakesh Kumar, Additional DGFT, DGFT (HQ)
2. Shri Lokesh H D, Additional DGFT, DGFT (HQ)
3. Shri Abhinav Gupta, Additional DGFT, DGFT (HQ)
4. Shri C K Mishra, Additional DGFT, DGFT (HQ)
5. Shri Sanjeev Shrivastava, Joint DGFT, DGFT (HQ)
6. Shri Hrushikesh Reddy, Joint DGFT, DGFT (HQ)

7. Shri Satya Raja Sekhar, Joint DGFT, DGFT (HQ)
8. Shri Jaipal, Joint DGFT, CLA Delhi
9. Shri Saurabh Goyal, Deputy DGFT, DGFT (HQ)
10. Shri Ashwani Kumar Ojha, Deputy DGFT, DGFT (HQ)

Copy for information to:

1. PSO to DGFT

MOST IMMEDIATE

F. No.22011/1/2026-HRD-1(e-File No. 47538) | 908

Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade

Vanijya Bhawan, New Delhi
Dated: September 14, 2026

OFFICE MEMORANDUM

Subject: Establishment of Central Processing Department (CPD) in the Directorate General of Foreign Trade for implementation of the Faceless Trade Facilitation System – posting/transfer of officers to CPD Delhi – regarding.

Faceless Trade Facilitation is a key initiative of the Government aimed at enabling faceless, paperless and jurisdiction-free processing of trade-related applications, thereby enhancing transparency, reducing processing time and improving ease of doing business for exporters and importers. In order to implement the aforesaid Faceless Trade Facilitation System in DGFT, a Central Processing Department (CPD) is being established, with its physical location at CLA Delhi, as a central unit for processing of trade-related applications, and shall consist of officers and staff of DGFT drawn from its Headquarters and its Regional Authorities. The said System is proposed to be dedicated to the nation during second fortnight of October, 2026.

2. In view of the above, the competent authority has been pleased to order the posting/transfer of the officers named in the Annexure to this Office Memorandum to the Central Processing Department (CPD), CLA Delhi, with immediate effect.

3. The officers concerned shall stand relieved of their present charge on September 30, 2026 and shall report to DGFT Headquarters, Vanijya Bhawan, New Delhi for orientation and training, which shall commence on October 05, 2026. On completion of the orientation and training programme, the officers shall assume charge in the Central Processing Department at CLA Delhi.

4. The Heads of the respective Zonal/Regional Authorities and the concerned Divisions at DGFT (HQ) shall ensure that the officers are relieved on the aforesaid date without exception and that charge, pending files and case records are handed over in an orderly manner. No request for retention, deferment or modification of posting shall be entertained.

5. The officers shall be entitled to transfer travelling allowance and joining time as admissible under the extant rules. Last Pay Certificate and service records of the officers shall be forwarded to DGFT (HQ) by the relieving offices immediately upon their relief.

This issues with the approval of the competent authority.

Digitally signed by
SANJEEV SHRIVASTAVA
Date: 14-09-2026
10:29:56

(Sanjeev Shrivastav)

Joint Director General of Foreign Trade

Tel.: 011-23038737

e-mail: sanjeevs.edu@nic.in

To

- The officers concerned (through proper channel).

Copy to:

1. P.S.O to Director General of Foreign Trade.
2. All Zonal and Regional Authorities of DGFT concerned – for compliance.
3. Additional DGFT (Establishment), DGFT (HQ).
4. Pay & Accounts Officer, DGFT.
5. IT Division, DGFT (HQ) – for uploading on the DGFT website.
6. Guard File.

ANNEXURE

(Annexure to O.M. F. No.22011/1/2026-HRD-1(e-File No. 47538) dated 14
September, 2026)

A. Joint Director General of Foreign Trade

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Post to which posted in CPD
1.	Utpal Acharya	Ludhiana	Joint DGFT, CPD, Delhi
2.	Dona Ghosh	Bangalore	Joint DGFT, CPD, Delhi
3.	Vishwas B. N.	Pune	Joint DGFT, CPD, Delhi
4.	Abhishek Sharma	Indore	Joint DGFT, CPD, Delhi
5.	Jai Pal	CLA Delhi	Joint DGFT, CPD, Delhi

B. Deputy Director General of Foreign Trade

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Post to which posted in CPD
1.	Sudhir Kumar Sharma	DGFT (HQ)	Deputy DGFT, CPD, Delhi
2.	Saurabh Goyal	DGFT (HQ)	Deputy DGFT, CPD, Delhi
3.	Sachin Agrawal	DGFT (HQ)	Deputy DGFT, CPD, Delhi
4.	Daripelli Ramesh	DGFT (HQ)	Deputy DGFT, CPD, Delhi
5.	Hemant Kumar	CLA, New Delhi	Deputy DGFT, CPD, Delhi
6.	Chimankar Vishwajeet Gajanan	ZO Mumbai	Deputy DGFT, CPD, Delhi
7.	M. Backiyavelu	ZO Mumbai	Deputy DGFT, CPD, Delhi
8.	Tasleem Ahmed	ZO Chennai	Deputy DGFT, CPD, Delhi
9.	Thalapathy Ram Kumar K.T.	RA Bangalore	Deputy DGFT, CPD, Delhi
10.	Dhiya R.	RA Hyderabad	Deputy DGFT, CPD, Delhi

C. Assistant Director General of Foreign Trade

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Post to which posted in CPD
1.	Vanita Relan	CLA, New Delhi	Assistant DGFT, CPD, Delhi

2.	Mahavir Nath	CLA, New Delhi	Assistant DGFT, CPD, Delhi
3.	Kumari Priya Rani	CLA, New Delhi	Assistant DGFT, CPD, Delhi
4.	D. Johnson	ZO Chennai	Assistant DGFT, CPD, Delhi
5.	J. N. Meena	ZO Mumbai	Assistant DGFT, CPD, Delhi
6.	Rajat Kumar	ZO Mumbai	Assistant DGFT, CPD, Delhi
7.	Divya Patel	Ahmedabad	Assistant DGFT, CPD, Delhi

D. Foreign Trade Development Officers

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Post to which posted in CPD
1.	Dushyant Kumar Sharma	CLA, New Delhi	FTDO, CPD Delhi
2.	Bharat Bhushan	CLA, New Delhi	FTDO, CPD Delhi
3.	P. S. More	ZO Mumbai	FTDO, CPD Delhi
4.	C. R. Gawari	ZO Mumbai	FTDO, CPD Delhi
5.	B. W. Kamble	ZO Mumbai	FTDO, CPD Delhi
6.	Gopal Krishan Johri	RA Kanpur	FTDO, CPD Delhi
7.	Suresh Chandra Rout	ZO Kolkata	FTDO, CPD Delhi
8.	Ram Prakash	Jaipur	FTDO, CPD Delhi

E. Section Heads

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Post to which posted in CPD
1.	Manju Sehgal	CLA, New Delhi	Section Head, CPD Delhi
2.	Sachin Khanna	CLA, New Delhi	Section Head, CPD Delhi
3.	Niranjan Kumar	CLA, New Delhi	Section Head, CPD Delhi
4.	Harish Kumar	CLA, New Delhi	Section Head, CPD Delhi
5.	Pooran Mal Meena	CLA, New Delhi	Section Head, CPD Delhi
6.	Mohindar Pal	CLA, New Delhi	Section Head, CPD Delhi
7.	Sambunath Das	ZO Chennai	Section Head, CPD Delhi
8.	Nasib Kumar	CLA, New Delhi	Section Head, CPD Delhi
9.	Pau Sawm Ching Guite	CLA, New Delhi	Section Head, CPD Delhi
10.	Vikas G. Kamble	ZO Mumbai	Section Head, CPD Delhi
11.	Rakesh Kumar	CLA, New Delhi	Section Head, CPD Delhi
12.	Priyanshu Singh	CLA, New Delhi	Section Head, CPD Delhi
13.	Vikas Gaur	CLA, New Delhi	Section Head, CPD Delhi
14.	Sujeet Kumar Pathak	ZO Chennai	Section Head, CPD Delhi
15.	Farid Ali Ansari	ZO Chennai	Section Head, CPD Delhi

16.	Anjan Dungdung	ZO Chennai	Section Head, CPD Delhi
17.	Jaya Saini	ZO Mumbai	Section Head, CPD Delhi
18.	Nishant Kumar	ZO Kolkata	Section Head, CPD Delhi
19.	Aayush Kumar	ZO Kolkata	Section Head, CPD Delhi
20.	Sweta Kumari	ZO Kolkata	Section Head, CPD Delhi
21.	Naval Kishor Meena	ZO Kolkata	Section Head, CPD Delhi
22.	Pritish Roshan Ray	ZO Kolkata	Section Head, CPD Delhi
23.	Om Prakash Yadav	ZO Kolkata	Section Head, CPD Delhi

Note: Total number of officers posted – 53 (Joint DGFT – 05; Deputy DGFT – 10; Assistant DGFT – 07; FTDO – 08; Section Head – 23).
