

Government of India
Ministry of Commerce & Industry
Office of the Additional Director General of Foreign Trade
4, Esplanade East::Kolkata - 700 069.

Dated: 1st January, 2019

To
All the Members of Trade
All EPC, FIEO, Commodity Boards

TRADE NOTICE NO. 07/2018-19

Subject: Procedure for appointment with Officers of DGFT, Kolkata

For facilitating redressal of grievances of trade and industry, the procedure of seeking appointments with officers of DGFT; Kolkata is being streamlined as under:-

- a) Employees or representatives of firms may seek appointment with the concerned officer on e-mail (details available at dgftkolkata.wb.nic.in) with subject heading 'Appointment'. File No. and the brief reason for seeking appointment has to be mentioned and a copy should be mailed to kolkata-dgft@nic.in
 - b) Date and time of appointment will be conveyed by the concerned officer by e-mail.
 - c) Employees or representatives of the firm have to show the return mail for appointment at the 'Visitors Slip Counter' on the date of appointment. This may also be shown on electronic devices like Mobile phone, I-pads etc. The mail should be sent to the officers of the level of Asstt. DGFT/Dy. DGFT or above dealing with the subject.
 - d) The employee of the firm should carry photo ID Card issued by the firm. In case of a representative, authorization letter from the firm will be required.
 - e) The visiting hours will be from 3.00 PM to 5.00 PM on all working days.
2. This shall come into effect from 10th January, 2019.

(Anindita Sen Gupta)
Additional Director General of Foreign Trade

(Issued from File No.6/Misc./Visitors Slip/2014-15/Vig.)