

F. No.2201/1/2026-HRD-1(e-File No. 47538)1909

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 – assignment of additional charge of CPD to officers of the level of Additional Director General of Foreign Trade – 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 order to provide senior-level supervision and functional oversight to the Central Processing Department during its establishment and initial operations, the competent authority has been pleased to assign the additional charge of the CPD, to the following officers of the level of Additional Director General of Foreign Trade, with immediate effect and until further orders, in addition to the charge of the post(s) presently held by them:

Sl. No.	Name of the Officer (Shri/Ms)	Present place of posting	Charge assigned
1.	Shri Abhinav Gupta	DGFT (HQ)	Additional charge of CPD Delhi
2.	Shri Rakesh Kumar	DGFT (HQ)	Additional charge of CPD Delhi
3.	Shri Lokesh H.D.	DGFT (HQ)	Additional charge of CPD Delhi

4.	Shri C.K. Mishra	DGFT (HQ)	Additional charge of CPD Delhi
5.	Dr. R. Sampath Kumar	Hyderabad	Additional charge of CPD Delhi

3. The officers named above shall continue to hold their existing charge and shall discharge the functions relating to the CPD in addition to their present duties. No additional remuneration shall be admissible on account of the additional charge so assigned.

4. The officers holding additional charge shall be responsible for handling the sections assigned to them related to the processing streams of the CPD, monitoring of turnaround time, quality assurance of decisions taken on trade-related applications, and for ensuring that the Faceless Trade Facilitation System is operational in all respects before its dedication to the nation during the second fortnight of October, 2026.

This issues with the approval of the competent authority.

Digitally signed by
SANJEEV SHRIVASTAVA
Date: 14-09-2026
10:23:43

(Sanjeev Shrivastav)

Joint Director General of Foreign Trade

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To

- The officers concerned.

Copy to:

1. PPS to Director General of Foreign Trade.
2. All Zonal and Regional Authorities of DGFT.
3. Additional DGFT (Establishment), DGFT (HQ).
4. IT Division, DGFT (HQ) – for uploading on the DGFT website.
5. Guard File.