



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Application for ANF-4B (NORMS) Module
Version 2.0

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1. Introduction to Norms and Accessing DGFT Portal

This document is the help file for basic Norms functions in the new system.

Norms are used while filing for duty exemption scheme such as advance authorisation. Norms covers the import of raw materials and export of products, including the wastage in making the export product from imported raw materials.

Norms module describes the various processes in respect of Norms Fixation used for processing of Advance Authorisations.

The objectives of Norms Fixation process are to enable digitization and end to end processing of ANF4B applications, reducing the turnaround time of processing applications with Technical Authorities and Norms Committee (NC).

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

2. Contact@DGFT

To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.

3. Prerequisite for ANF-4B (NORMS)

To Apply for ANF-4B (NORMS) on the DGFT portal user need to ensure below prerequisites are fulfilled:

- User is active and logged into the DGFT Customer Portal.
- User is authorized to draft and submit applications for an IEC.
- IEC should not be in DEL a warning message is displayed if IEC is in DEL state.
- IEC should not be cancelled or suspended. User will not be able to submit the application if IEC is cancelled or suspended.
- User is e-Sign enabled. User can sign or validate the Norms application with the Aadhaar or digital signature (DSC)

4. Processing of Norms Application (ANF-4B)

- User are requested to fill all the mandatory fields marked with asterisk (*) sign

- User will login into the DGFT Customer portal with the valid login credentials and click on Login button

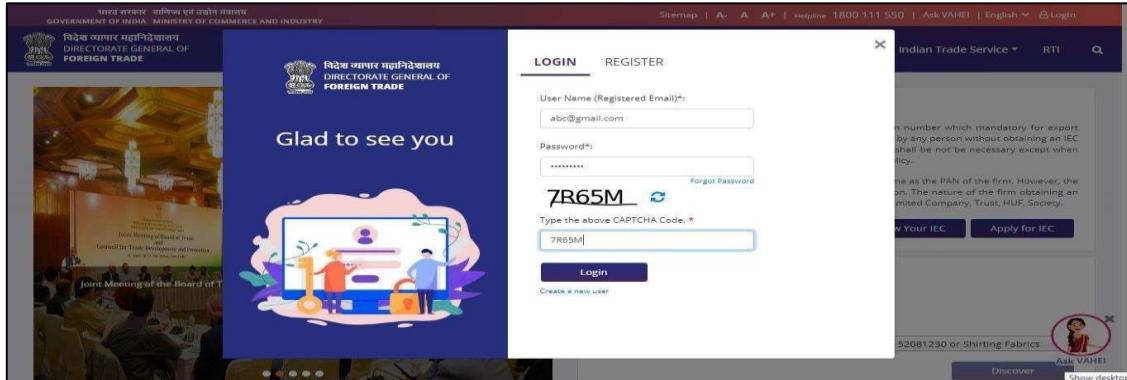


Figure 1. Customer portal Login Screen

- Post login user will click on Services >> Advance Authorization/DFIA link as mentioned below

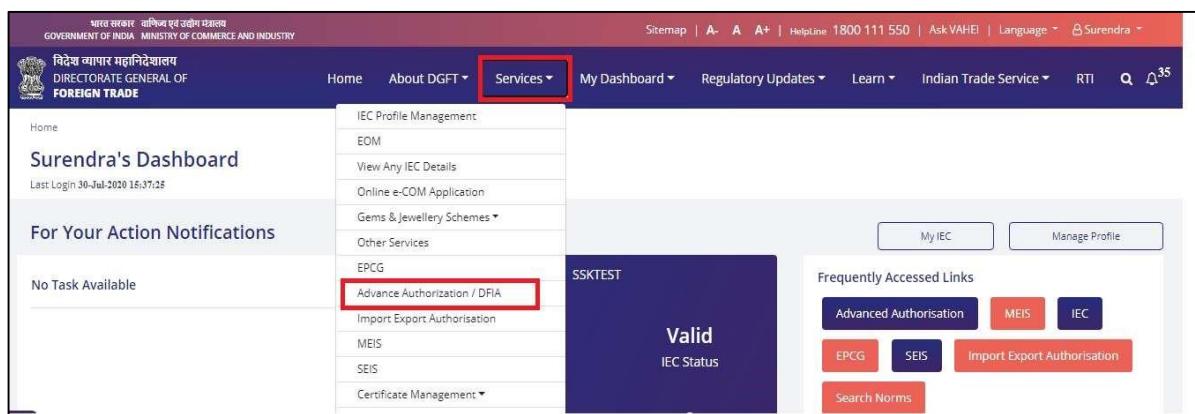


Figure 2.Navigation

3. After clicking on “Advance Authorization/DFIA”. Scroll down the page and click on “Apply for Norm Fixation” card under Services under Norm Fixation.

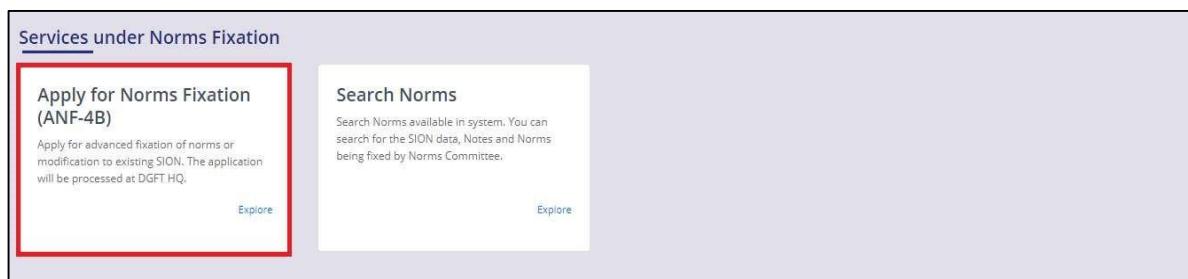


Figure 3.Apply for Norms Fixation

4. Below mentioned screen will appear

- User can start with the fresh application by clicking on Start Fresh application button.
- User can select the radio button of the already existed application and click on Proceed with Existing Application button.

Select	SL.No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	BFVPG4542NN0000000191	29/05/2020 00:11	test_norms@gmail.com	30/07/2020 11:23	test_norms@gmail.com	Action
<input type="radio"/>	2	ARN00000429AM21	29/07/2020 16:12	test_norms@gmail.com	30/07/2020 10:22	test_norms@gmail.com	Action
<input type="radio"/>	3	ARN00000426AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	4	ARN00000427AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	5	ARN00000425AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	6	ARN00000428AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	7	ARN00000422AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	8	ARN00000423AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	9	ARN00000424AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	10	BFVPG4542NN000000373	28/07/2020 12:06	test_norms@gmail.com	29/07/2020 16:01	test_norms@gmail.com	Action

Showing 1 to 10 of 18 entries

[Start Fresh Application](#) [Proceed With Existing Application](#)

Figure 4.Draft Application view screen

Page

5. User will fill the Basic details

- Branch Code: User will select the branch code from the drop down of list of Branches listed under IEC
Note: Branch code details are captured from User IEC profile
- Port of Registration for the purpose of imports: User will select the list of existing ports
Note: Search suggestions are given as per data stored in master data.

The screenshot shows a progress bar at the top with nine steps: Basic Details, Past Year Exports/Deeme..., Export Details, Input Details, Additional Input Details, Past Year Production/cons..., Attachment, Declaration, and Application Summary. The 'Basic Details' step is highlighted with a blue background. Below the progress bar, the 'Basic Details' section is expanded, showing:

- Branch code***: A dropdown menu showing "002-DILSHAD GARDEN".
- Port of Registration for the purpose of imports *This is a mandatory**: A dropdown menu showing "INABG1-Albag-Non EDI" selected. A search input field contains "al" and a dropdown list shows "INABG1-Albag-Non EDI" highlighted.
- Nature of Modification required***: A radio button group with "Advance fixation of Norms" selected.
- RCMC Details**, **GST Details**, and **Industrial Registration Details**: These sections are collapsed, indicated by downward arrows.

At the bottom right of the form are "Clear All" and "Save & Next" buttons.

Figure 5.Basic Details

Page

6. User will select or check multiple or single mentioned RCMC details which are auto fetched from the IEC details

Note: RCMC certificate should be valid at the time of application submission

- RCMC Number
- Date of issuance
- Validity Period
- Issuing Authority
- Products for which registered

The screenshot shows a table titled 'RCMC Details' with the following columns: RCMC Number, Date of issuance, Validity Period, Issuing Authority, and Products for which registered. There are two entries:

RCMC Number	Date of issuance	Validity Period	Issuing Authority	Products for which registered
<input checked="" type="checkbox"/> 8796220227	01/02/2020	30/09/2020	Sports Goods Export Promotion Council (SQEPC)	CRICKET KIT
<input type="checkbox"/> 88555555555555	28/06/2020	07/08/2020	Apparel Export Promotion Council	h

Figure 6.RCMC details

7. User will select or check multiple or single GST details.

Note: GST details in the application will be auto populated based on the branch code selected.

GST Details

Show 10 entries

Branch code	Address of the factory / premises where the items to be imported are proposed to be used	GST Number	Jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
<input checked="" type="checkbox"/> 001	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
<input type="checkbox"/> 002	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
<input checked="" type="checkbox"/> 003	ARUN VIHAR,JAIL MORE,DELHI,DELHI,EAST DELHI,110095,	27AAACR4849R2ZQ	
<input type="checkbox"/> 004	MAYUR VIHAR,SBC ROAD,DELHI,DELHI,CENTRAL DELHI,110001,	33AAACR4849R2ZR	

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Industrial Registration Details

Clear All Save & Next

Figure 7.GST Details

8. User will be displayed Industrial Registration Details

Note: Industrial Registration Details will be auto populated from the user IEC profile.

The screenshot shows a table with four columns: MSME / IEM Registration Number/Udyog Aadhar Number, Issuing Authority, Date of Issue, and Products for which registered. The first row contains the values: 8796220227, TCS_DELHI, 02/04/2020, and CRICKET KIT. The entire row is highlighted with a red border. At the bottom right of the table are buttons for 'Clear All' and 'Save & Next'. The top navigation bar includes sections for RCMC Details, GST Details, and Industrial Registration Details, each with a dropdown arrow.

MSME / IEM Registration Number/Udyog Aadhar Number	Issuing Authority	Date of Issue	Products for which registered
8796220227	TCS_DELHI	02/04/2020	CRICKET KIT

Figure 8.Industrial Registration Details

9. User can click on Clear All button to clear all the input fields if required.

The screenshot shows the 'Basic Details' section of the application summary. It includes fields for Branch code (002-DILSHAD GARDEN) and Port of Registration for the purpose of imports (INABG1-Alibag-Non EDI). Below these, there are two radio buttons for 'Nature of Modification required': 'Advance fixation of Norms' (selected) and 'Modification in existing SION'. The top navigation bar has tabs for Basic Details, Past Year Exports/Deeme..., Export Details, Input Details, Additional Input Details, Past Year Production/cons..., Attachment, Declaration, and Application Summary. On the left side, there is a vertical 'Feedback' column with sections for RCMC Details, GST Details, and Industrial Registration Details, each with a dropdown arrow. At the bottom right are 'Clear All' and 'Save & Next' buttons, with 'Clear All' being highlighted by a red box.

Figure 9.Clear All Button

10. User will click on Save & Next button to proceed further in filling the application

Figure 10.Save & next Screen

11. On click on Save & next button. User will land into Past Year Exports/Deemed Supplies Details.

- Past Year Exports/Deemed Supplies Details will be auto filled and auto populated

Note: Past Year Exports/Deemed Supplies Details will be auto fetched from the User IEC details.

Below prefilled multiple rows past year exports details are mentioned in the grid •

Financial Year

- Direct Exports
- Third Party Exports
- Total Exports
- Supplies to SEZ
- Total Supplies to SEZ
- Supplies to EOU
- Other Deemed Exports
- Total Deemed Exports

Success Message
Your Application ARN00000422AM21 has been saved successfully

Past Year Exports/Deemed Supplies Details

Third Party Exports		Total Exports		Supplies to SEZ		Supplies to EOU		Other Deemed Exports		Total Deemed Exports	
In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)
546.00	4.00	64,65,200.00	49.00	4,65,465.00	45.00	4,564.00	45.00	9,128.00	90.00	4,56,454.00	45.00
564.00	45.00	4,66,028.00	591.00	456.00	54.00	45,646.00	45.00	46,210.00	90.00	456.00	45.00
0.00	0.00	0.00	0.00	56,454.00	45.00	45,646.00	6.00	50,210.00	90.00	5,44,656.00	456.00

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Figure 11.Past Year Export/ Deemed Supplies Details

12. User will be displayed with the mentioned mandatory fields marked in asterisk (*)

- Total FOB Value of Exports in Preceding Financial Years in INR (Crores)
- CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores)
- Total Entitlement in INR (Crores)
- Balance Entitlement in INR(Crores)

Total FOB Value of Exports in Preceding Financial Years in INR (Crores)*

CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores)*

Total Entitlement in INR (Crores)*

Balance Entitlement in INR(Crores)*

Figure 12.Past Year Export/ Deemed Supplies Details

13. User will click on Save & Next button to proceed with application.

The screenshot shows a financial summary table at the top with columns for the financial year (2019-20) and various monetary values. Below the table, there is a list of entries:

Total FOB Value of Exports in Preceding Financial Years (INR) *	69,31,228.00
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification (INR) *	0.00
Total Entitlement (INR) *	10,00,00,000.00
Balance Entitlement (INR) *	10,00,00,000.00

At the bottom right of the screen, there are two buttons: "Clear All" and "Save & Next". The "Save & Next" button is highlighted with a red rectangle.

Figure 13.Save and Next button Screen

14. User will fill the Export Details. Under Export Details.

14. User will select the below mentioned Export Group Details, mandatory input fields from the drop down
- Export Product Group
 - Currency of Imports
 - Freely convertible currency

Success Message
Your Application ARN00000429AM21 has been saved successfully

Export Group Details

Export Product Group*
A-Chemical and Allied Products

Currency of Imports*
Please Select

Freely convertible currency* ⓘ
Please Select

Norms Committee Meeting Details ⓘ

Feedback

Export Items

Cumulative Export Value

Figure 14.Export group details

15. Norms Committee Meeting Details will be displayed in the grid with below mentioned details

- Meeting number
- Meeting date
- HQ File number
- Export: User will click on View Export link to view the Export details for the selected product group
- Input: User will click on View Input link to view the Input details for the selected Export group details
- Remarks

Note: Held meeting details for the selected Export Product Group will be displayed under Norms Committee Meeting Details

Meeting Number	Meeting Date	HQ File Number	Export	Input	Remarks
NC/2/MEET/May/202021/6	08/05/2020	HQRNORMAPPLY00000042AM21	View Export	View Input	approved

Show 10 entries

Showing 1 to 1 of 1 entries

Feedback

Export Items

Cumulative Export Value

Figure 15.Norms Committee Meeting Details

16. User will fill the below mentioned mandatory Export Items inputs and Click on add button to add the item details in the grid

- Item(s) to be exported /supplied
- Export Item Technical Characteristics
- ITC (HS) Code: Auto fill based on description mapped to ITC(HS) code entered by user
- Quantity
- UOM
- Total FOB / FOR Value (INR)
- Total FOB / FOR value (in freely convertible currency): auto calculated based on currency selected by user

The screenshot shows the 'Export Items' section of the Norms Customer Portal. At the top, there are several input fields: 'Item(s) to be exported /supplied*', 'Quantity*', 'Total FOB / FOR value (in freely convertible currency)*', and 'UOM*'. To the right of these is a dropdown for 'ITC (HS) Code*' with a search bar and a link to 'Check the ITC(HS) Codes here'. Below these are 'Foreign Exchange Rate' and a 'Check Exchange Rates' button. On the far right is a large red-bordered 'Add' button. At the bottom left, there's a 'Show' dropdown set to '10 entries'. The main area features a table with columns: 'Export Serial No.', 'Item(s) to be exported /supplied', 'Item Characteristics', 'ITC (HS) Code', 'Quantity', 'UOM', 'Total FOB / FOR Value (INR)', and 'Total FOB / FOR value (in freely convertible currency)'. A small note says 'No data available in table'. At the very bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons, along with a small profile icon.

Figure 16.Export Item Screen

17. Cumulative Export Value will be auto filled dependent upon Export Items details added •

- Grand Total FOB / FOR value of Exports to be made, excluding commission (INR)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In currency of imports)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In US \$)
- Applicable Norms Committee: Norm Committee to whom the application will be submitted for the approval

Note: Norms Committee will be selected on basis of Total FOB (Freight on Board) value and ITC(HS) code.

Export Product Group*
A-Chemical and Allied Products

Currency of Imports*
US Dollars

Freely convertible currency* ⓘ
Indian Rupees

Norms Committee Meeting Details ⓘ

Export Items

Cumulative Export Value

Grand Total FOB / FOR value of Exports to be made, excluding commission (INR)*
1,000.00

Grand Total FOB / FOR value of Exports to be made, excluding commission (In currency of imports)*
1,000.00

Grand Total FOB / FOR value of Exports to be made, excluding commission (In US \$)*
14.00

Applicable Norms Committee* ⓘ
Norms Committee-6

back

Clear All **Save & Next**

Figure 17.Cumulative Export Values

18. User will click on Save & Next button to proceed further with the application

Export Product Group*
A-Chemical and Allied Products

Currency of Imports*
US Dollars

Freely convertible currency* ⓘ
Indian Rupees

Norms Committee Meeting Details ⓘ

Export Items

Cumulative Export Value

Clear All **Save & Next**

Figure 18.Save & Next button Screen

19. User will fill the below mentioned mandatory input fields Input Details and click on Add button to add the Input details in the grid

- Export Serial No.: User will get the drop-down numeric value as per the input details added
- Inputs as per: Based on the Nature of Modification required
- Input Description:
- ITC (HS) Code
- UOM
- Purpose of requirement Relationship /utility /application of import or export
- Total Quantity Required

- Total Quantity Invalidated
- Total Quantity to be imported: Auto Calculated, (Quantity Required-Quantity Invalidated)
- Total CIF Value (INR)
- Total CIF value (in freely convertible currency): is the system calculated field
- CIF invalidated (In Rs)
- CIF value Invalidated (in freely convertible currency): is the system calculated field
- Source of Import: will be populated by system based on the user inputs

The screenshot shows the 'INPUT DETAILS' section of a web form. It includes fields for:

- Export Serial No*
- Inputs as per*
- Serial No.
- Input Description*
- Technical Features / Description
- ITC (HS) Code*
- UOM*
- Purpose of requirement Relationship /utility /application of import or export*
- Total Quantity Required*
- Total Quantity Invalidated
- Total Quantity to be imported
- Total CIF Value (INR)*
- Total CIF value (in freely convertible currency)*
- CIF invalidated(In Rs)*
- CIF value Invalidated (in freely convertible currency)*
- Source of Import
- Add button

Figure 19.Input Details

20. On clicking on Add button, the data will be added to the grid as mentioned below

The screenshot shows a web-based form for input details. At the top, there are several mandatory fields: UOM (Please Select), Purpose of requirement Relationship /utility /application of import or export (Please Select), Total Quantity Required (empty), Total Quantity Invalidated (0), Total CIF Value (INR) (empty), Total CIF Value (In freely convertible currency) (empty), and Source of Import (Please Select). Below these are two rows of input fields: Total Quantity to be imported (empty) and CIF invalidated (In Rs) (empty). The main data area is a grid with columns: Inputs Required, Export Serial No., Inputs as per, Serial No., Input Description, Technical Features / Description, ITC (HS) Code, Total Quantity Required, Total Quantity Invalidated, Total Quantity to be imported, and Edit/Delete. The first row in the grid has a red border around it, indicating it is the current row being edited. The 'Inputs Required' checkbox is checked for this row. The 'Edit/Delete' button is visible at the bottom right of the grid.

Figure 20. Input Details: Add button Functionality

21. User can deselect the Input required check box. By default, the input details grid check box is selected

This screenshot shows the same input details grid as Figure 20, but with a different state. All rows in the grid now have the 'Inputs Required' checkbox checked. The first row is highlighted with a red border. The bottom of the grid displays cumulative totals: Total CIF value (in freely convertible currency) 572.99, Total CIF Value Invalidated (INR) 555.52, and Total CIF value invalidated (in freely convertible currency) 71.67.

Figure 21. Selected Input details grid

This screenshot shows the input details grid with the 'Inputs Required' checkbox unchecked for all rows. The first row is highlighted with a red border. The bottom of the grid displays cumulative totals: Total CIF value (in freely convertible currency) 572.99, Total CIF Value Invalidated (INR) 555.52, and Total CIF value invalidated (in freely convertible currency) 71.67.

Figure 22. Input details grid

22. Cumulative Import Value will be auto filled

- Grand Total CIF value of Imports applied for (INR)*
- Grand Total CIF value of Imports applied for (In currency of imports)
- Grand Total CIF value of Imports applied for (In US \$)
- Grand Total CIF value of Imports invalidated (INR)
- Grand Total CIF value of Imports invalidated (In currency of imports)
- Grand Total CIF value of Imports invalidated (In US \$)

User will add the below mentioned mandatory input fields in Cumulative Import Value

- Total exemption (GST duty in notional value)
- Total exemption (Basic custom duty in notional value)

The screenshot shows a form titled "Cumulative Import Value". It contains several input fields for different types of import values and exemptions:

- Grand Total CIF value of Imports applied for (INR)*: 1,000.00
- Grand Total CIF value of Imports applied for (In currency of imports)*: 17.30
- Grand Total CIF value of Imports applied for (In US \$)*: 10.00
- Grand Total CIF value of Imports invalidated (INR): 10.00
- Grand Total CIF value of Imports invalidated (In currency of imports)*: 17.30
- Grand Total CIF value of Imports invalidated (In US \$)*: 10.00
- Total exemption (GST duty in notional value)*: 100
- Total exemption (Basic custom duty in notional value)*: 100

At the bottom right are two buttons: "Clear All" and "Save & Next".

Figure 23.Input Details: Add button Functionality

23. User will click on Save & Next button to proceed further with the application

This screenshot is identical to Figure 23, showing the same input fields for cumulative import values and exemptions. The "Save & Next" button at the bottom right is highlighted with a red box.

Figure 24.Save & next button Screen

24. User can add Wastage Claimed Details grid by clicking on the Add Input Items for Wastage Claim.

Wastage Claimed Details													
Add Input Items For Wastage Claim													
Show 10 entries													
Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	Source of Import UOM	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value
No data available in table													
Previous Next													
Clear All Save & Next													

Figure 25.Wastage claimed details

25. In Add Input Items for Wastage Claim. User can add the import details by selecting/checking the import detail row and click on Add button

Import Details										
Add										
Show 10 entries										
Inputs Required	Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Quantity Allowed	Quantity Required	Quantity Invalidated	Quantity to be imported
<input checked="" type="checkbox"/>	1	Adhoc Norms		Testing		10011100	10	0	10	
Showing 1 to 1 of 1 entries										
Previous Next										
Add										

Figure 26.Wastage claimed add button functionality

26. User will provide Wastage Claimed in % of Input Value and Justification and click on update button

The screenshot shows a grid titled "Wastage Claimed Details (Optional)". At the top, there are input fields for "Input Description" (jkhdjksdh), "Wastage Claimed in % of Input Value" (10), and "Justification" (Test). Below the grid, there are buttons for "Update" and "Cancel". The grid itself has columns: Export Serial No., Inputs as per, Serial No., Input Description, Technical Features / Description, ITC (HS) Code, Total Quantity Allowed, Total Quantity Required, Total Quantity Invalidated, Total Quantity to be imported, UOM, Source of Import, Total CIF Value (INR), Total CIF value (in freely convertible currency), Wastage Claimed in % of Input Value, Justification, and Edit. A single row is visible with values corresponding to the input fields above.

Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value	Justification	Edit
1	Adhoc Norms	jkhdjksdh	jkhskj		28500050	1000	10	990	METER (MTR)	Import + Indigenous	1,000.00	17.30	-	-		

Figure 27. Wastage claimed details grid view

27. Details will be successfully be added in the grid

This screenshot is identical to Figure 27, showing the same grid structure and data. The difference is in the "Total CIF Value (INR)" and "Total CIF value (in freely convertible currency)" fields, which now show "0.00" instead of "1,000.00". This indicates that the user has successfully updated the wastage claim details.

Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value	Justification	Edit
1	Adhoc Norms	jkhdjksdh	jkhskj		28500050	1000	10	990	METER (MTR)	Import + Indigenous	0.00	100	Test			

Figure 28. Wastage claimed details grid view

28. User will click on Save & Next button to proceed further with the application

This screenshot shows the same grid as before, but the "Save & Next" button at the bottom right is highlighted with a red box. This indicates that the user has clicked the button to proceed to the next step in the application.

Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value	Justification	Edit
1	Adhoc Norms	jkhdjksdh	jkhskj		28500050	1000	10	990	METER (MTR)	Import + Indigenous	0.00	100	Test			

Figure 29. Save & next button screen

29. User will fill the Past Year Production/consumption Data Details by selecting the Financial years drop down

Note: Past Three-year financial years will be displayed

Past Year Production/consumption Data Details

Financial Year*	Resultant Product Name*	Production by weight*
Please Select 2017-18 2018-19 2019-20		

UOM*	Consumed Item Name*	Quantity Consumed*
Please Select		

Show 10 entries Add

Export Details		Input Details						
Financial Year	Resultant Product Name	Production by weight	UOM	Consumed Item Name	Quantity Consumed	UOM	Quantity consumed per unit production	Edit/Delete
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Cumulative Value

Clear All Save

Figure 30.Past Year Production/Consumption Data Details

30. User will fill the Past Year Consumption details mandatory input fields and click on Add button to save the details in the grid

Past Year Production/consumption Data Details

Financial Year*	Resultant Product Name*	Production by weight*
Please Select		

UOM*	Consumed Item Name*	Quantity Consumed*
Please Select		

Export Details		Input Details						
Financial Year	Resultant Product Name	Production by weight	UOM	Consumed Item Name	Quantity Consumed	UOM	Quantity consumed per unit production	Edit/Delete
2017-18	TEst	1000	NUMBERS (NOS)	Test A	100	NUMBERS (NOS)	1000	

Show 10 entries Add

Grid View								
Financial Year	Resultant Product Name	Production by weight	UOM	Consumed Item Name	Quantity Consumed	UOM	Quantity consumed per unit production	Edit/Delete
2017-18	TEst	1000	NUMBERS (NOS)	Test A	100	NUMBERS (NOS)	1000	

Showing 1 to 1 of 1 entries Previous Next

Figure 31.Past Year Production/Consumption Data grid view

31. Cumulative values will be calculated and add under the cumulative value grid

Cumulative Value		
Show 10 entries		
Financial Year	Total production by weight	Total Quantity Consumed
2018-19	444444444444	444444444444
Showing 1 to 1 of 1 entries		
Previous Next		
Clear All		Save & Next

Figure 32.Past Year Production/Consumption Data Details

32. User will click on Save & Next button to proceed further with the application

Past Year Production/consumption Data Details		
Financial Year*		
2017-18		
Past Year Consumption Details		
Cumulative Value		
Show 10 entries	Total production by weight	Total Quantity Consumed
2017-18	12.00	10.00
Showing 1 to 1 of 1 entries		
Previous Next		
Clear All		Save & Next

Figure 33.save & next button screen

33. User can add maximum of 5 attachment for 5 MB and Remarks

Note: After uploading the document. Click on add attachment button to add the attachment and remarks in the grid.

The screenshot shows a web-based application for managing attachments. At the top, there's a header bar with the word "Attachment" on the left and a dropdown menu "Please read the following instructions" on the right. Below the header, there are two main sections: "Attachment Type" and "Remark". The "Attachment Type" section contains a dropdown menu set to "Type4E" and a large dashed rectangular area for file upload with the placeholder text "Click or Drag and Drop file to upload". Below this area, it says "Uploaded Size : 0.00 MB" and includes a note: "Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)". A red rectangular box highlights the "Add Attachments" button at the bottom of this section. To the right of the attachment type section is a "Remark" input field. Further down, there's a "Upload Document List" section with a table. The table has columns for "Attachment Type", "Remark", "View", and "Delete". One entry is listed: "Type4E" with "view" and "Delete" buttons. Navigation buttons "Previous" and "Next" are at the bottom of the list. The entire interface is contained within a dark blue-bordered frame.

Figure 34: Attachment Type: jpg,pdf allowed

34. User will add CA/CE Details in the grid by clicking on the Add CA/CE details button.
CA/CE details are the norms approved details available in CA/CE repository

The screenshot shows a web-based application for managing CA/CE details. At the top, there's a header bar with the word "Attachment" on the left and a dropdown menu "Please read the following instructions" on the right. Below the header, there's a section titled "CA/CE Details" with a small info icon. On the right side of this section is a blue rectangular button labeled "Add CA/CE Detail" with a red border, which is also highlighted with a red box. Below this, there's a search bar labeled "Search:" and a dropdown menu "Show 10 entries". The main area features a table with columns: "Sl.No.", "Application Number", "CA/CE Membership Number", "Appendix Type", "View", and "Delete". The table currently displays the message "No data available in table". At the bottom of the table area, it says "Showing 0 to 0 of 0 entries". Navigation buttons "Previous" and "Next" are at the very bottom. The entire interface is contained within a dark blue-bordered frame.

Figure 35.CA/CE: Add details

35. User will add the details from the Appendix List by searching the appendix from search input field available

Select Appendix		Enter CA / CE Registration / Membership No.		
<input style="width: 100%; height: 100%;" type="button" value="Please Select"/>		<input style="width: 100%; height: 100%;" type="text"/>		
<input style="background-color: #002B36; color: white; padding: 5px; border-radius: 5px;" type="button" value="Search Appendix"/>				
Show <input style="width: 20px; height: 15px;" type="button" value="10"/> entries				
Select	SI.No.	Application No.	CA/CE Membership Number	Appendix Type
<input type="checkbox"/>	1	7654321	5A	view
<input type="checkbox"/>	2	7654321	5B	view
<input type="checkbox"/>	3	7654321	5A	view
<input type="checkbox"/>	4	7654321	5C	view
<input type="checkbox"/>	5	BFVPG4542NN0000000243	12345	view
<input type="checkbox"/>	6	BFVPG4542NN0000000246	7654321	view

Figure 36.CA/CE: Search details

36. User will select or check the multiple rows and click on Attach Appendix button

<input type="checkbox"/>	1	7654321	5A	view
<input type="checkbox"/>	2	7654321	5B	view
<input type="checkbox"/>	3	7654321	5A	view
<input type="checkbox"/>	4	7654321	5C	view
<input checked="" type="checkbox"/>	5	BFVPG4542NN0000000243	12345	view
<input checked="" type="checkbox"/>	6	BFVPG4542NN0000000246	7654321	view
<input type="checkbox"/>	7	BFVPG4542NN0000000253	7654321	view
<input type="checkbox"/>	8	BFVPG4542NN0000000244	12345	view

Showing 1 to 8 of 8 entries

Previous Next

Figure 37.CA/CE: Add Appendix

37. Details will be added in the grid as mentioned below.

CA/CE Details ⓘ						
Add CA/CE Detail						
Show 10 entries <input type="button" value="▼"/> Search: <input type="text"/>						
Sl.No.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete	
1	BFVPG4542NN0000000243	12345	5A	view		
2	BFVPG4542NN0000000246	7654321	5C	view		

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Bank Guarantee Details

Figure 38.CA/CE: Grid view

38. User can add Bank Guarantee Details by clicking on the Add Bank Guarantee Details

Bank Guarantee Details

Add Bank Guarantee Detail										
Show 10 entries <input type="button" value="▼"/> No data available in table										
Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status			
Showing 0 to 0 of 0 entries										

[Clear All](#) [Save & Next](#)

Figure 39.Add Bank Guarantee Details

39. User can search for the Bank Guarantee details by entering input search parameter

Bank Guarantee Details

Type of Guarantee	Enter Unique Document ID	Start Date								
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>								
End Date	Bank IFSC Code	Bank Details								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
Value (In INR)	Issued By	Status								
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>								
<input type="button" value="Reset"/> <input type="button" value="Search"/>										
Show <input type="text" value="10"/> entries <input type="text" value="Search:"/>										
Select	Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status	Issued By	Utilisation Status
<input type="radio"/>	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
<input type="radio"/>	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
<input type="radio"/>	Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23	Active	sdfs	Not Utilised

Figure 40.Search Bank Guarantee Details

40. User can select any one row containing Bank guarantee details and click on Add button

End Date	Bank IFSC Code	Bank Details								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
Value (In INR)	Issued By	Status								
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>								
<input type="button" value="Reset"/> <input type="button" value="Search"/>										
Show <input type="text" value="10"/> entries <input type="text" value="Search:"/>										
Select	Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status	Issued By	Utilisation Status
<input type="radio"/>	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
<input type="radio"/>	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
<input checked="" type="radio"/>	Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23	Active	sdfs	Not Utilised

Showing 1 to 3 of 3 entries

[Previous](#) 1 [Next](#)

Figure 41.Add Bank Guarantee Details

41. The details will be added in the grid as mentioned below

Bank Guarantee Details						
Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)
Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23.00
Showing 1 to 1 of 1 entries						
Clear All Save & Next						

Figure 42.Add Bank Guarantee grid view

42. User will click on Save & Next button to proceed further in filling the application

The screenshot shows a horizontal navigation bar with nine steps: Basic Details, Past Year Exports/Deeme..., Export Details, Input Details, Additional Input Details, Past Year Production/cons..., Attachment, Declaration (highlighted with a red circle), and Application Summary.

Below the navigation bar, there are three expandable sections: Attachment, CA/CE Details, and Bank Guarantee Details. The Bank Guarantee Details section contains a grid table with one row:

Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status
Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23.00	Active

At the bottom of the grid, it says "Showing 1 to 1 of 1 entries". There are "Clear All" and "Save & Next" buttons at the bottom right.

Figure 43.Save & Next button details

43. User will accept the declaration, enter the place and click on Save & Next button.

Declaration

I / We hereby declare that:

- the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from and if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- we would abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign trade Policy, the Handbook Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT or in the caution list of RBI.
- I/we have pursued the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export/Import Items, 2004-05 and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
- Applicable in case of Advance Authorisation applications under paragraph 4.07 of HBP only.
- I / We shall abide by the final fixation of norms by the Norms Committee (NC) and shall pay in cash to the Government/Customs duty together with interest (as notified) reckoned from the date of imports till the date of deposit on the inputs imported in excess of the norms fixed by NC.
- No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
- that I / We have updated the EC profiles in JANAFI.
- We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974; (vi) Goods and Services Tax Act, 2017.
- I / We have authorized to verify and sign this declaration as per Paragraph 5.05 of the FPT.

I accept the declaration/undertaking and fill in the details below.

Place*:

Date*:

Figure 44.Declaration

44. Application summary for all the input fields entered will be shown and user can download the summary in pdf format by clicking on Print Summary button

Application Details

IEC BFVPG4542N	Entity Name SSKTEST	Application Number ARN00000422AM21	HQ File Number NA
Applicable Export Foreign Currency Indian Rupees	Applicable Foreign Exchange Rate 1		

Basic Details

Branch Code 001-DILSHAD GARDEN	Port of Registration for the purpose of imports INGHC6-Canton SEZ/Gurgaon-Non EDI	Nature of Modification required Modification in existing SION
-----------------------------------	--	--

RCMC Details

RCMC Number	Date	Validity Period	Issuing Authority	Products for which registered
8796220227	01/02/2020	30/09/2020	Sports Goods Export Promotion Council (SQEPC)	CRICKET KIT

Excise/GST Details

Branch code	Address of the factory / premises where the items to be imported are proposed to be used	Excise/GST Registration Number	Jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
003	ARUN VIHAR,JAIL MORE,DELHI,DELHI,EAST DELHI,110095,	27AACR4849R2ZQ	NA

Industrial Registration Details												
MSME / IEM Registration Number/Udyog Aadhar Number				Issuing Authority			Date of Issue		Products for which registered			
8796220227				TCS_DELHI			02/04/2020		CRICKET KIT			
Past Year Exports/Deemed Supplies Details												
Direct Exports		Third Party Exports		Total Exports		Supplies to SEZ		Supplies to EOU		Other Deemed Exports		Total Deemed Exports
Financial Year	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)
2017-18	6464654	45	546	4	6465200	49	465465	45	4564	45	9128	90
2018-19	465464	546	564	45	466028	591	456	54	45646	45	46210	90
2019-20	0	0	0	0	0	0	56454	45	45646	6	50210	90
Total FOB Value of Exports in Preceding Financial Years (INR):											69,31,228.00	
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification (INR):											NA	
Total Entitlement (INR):											10,00,00,000.00	
Balance Entitlement (INR):											10,00,00,000.00	

Export Group Details											
Export Product Group		Currency of Imports		Freely convertible currency							
A-Chemical and Allied Products		US Dollars		Indian Rupees							
Export Items											
Export Serial No.	Item(s) to be exported /supplied	Export Item Technical Characteristics	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (in Rs)					
1	rhhhg	bhhkgkh	10011100	100	Number	1,000.00					
Cumulative Export Value											
Grand Total FOB / FOR value of Exports to be made, excluding commission (in Rs):						1,000.00					
Grand Total FOB / FOR value of Exports to be made, excluding commission (in currency of imports):						1,000.00					
Grand Total FOB / FOR value of Exports to be made, excluding commission (in US \$):						14.00					
Norms Committee:						Norms Committee-6					

Figure 45. Print summary view

45. User will have to sign the application using the DSC token or e-Sign. User will be redirected to the payment gateway for the paying the applicable application fee

8. That I/We have updated the IEC profiles in ANF 1.
 9. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act,1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
 10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : DELHI	Date : 26/01/2020
Name : GOODMAN GLOBUS	Designation : Designation
Email : n27233@gmail.com	Mobile : 7869276876
Office Address : 000-PLOT NO 125.PHASE IV KUNDLI SECTOR 57, HSIDC,SONIPAT,HARYANA,SONIPAT,131028.	
Residential Address : DELHI, NORTH WEST DELHI, DELHI, 110034	

Sign

Figure 46.E-sign Document

46. After E-sign the application, E-payment receipt along with payment details will be generated


E-PAYMENT RECEIPT

IEC	BFVPG4542N
File Number	HQRNORMAPPLY00005271AM21
Date of Submission	2020-11-26 12:13:02
IP Address	169.149.198.45
Firm Name	SSKTEST
Firm Address	DILSHAD GARDENPK RoadDELHI,110011
Service Availed	Norm Fixation
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	9511
Total Fee Amount (in INR)	500.00
Date of Submission	2020-11-26 12:13:02
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-11-26 12:13:02

Figure 47.E-payment receipt

5. View and Track Status

- User can check the submitted application with the application status User will click on My Dashboard >> Submitted application

The screenshot shows the DGFT Norms Customer Portal. At the top, there's a navigation bar with links like Sitemap, Home, About DGFT, Services, My Dashboard (which is currently selected and has a dropdown menu), Regulatory Updates, Learn, Indian Trade Service, RTI, and a search icon. Below the navigation is a banner for Goodman's Dashboard, showing a last login date of 29-Nov-2020 17:08:04. A prominent blue box in the center displays application details: IE CODE AAPFG9276K, IEC Status Valid, and two counts of 0. To the left, there's a 'For Your Action Notifications' section with a message about a deficient file and a link to apply for an IEC. On the right, there's a 'Frequently Accessed Links' section with buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, Import Export Authorisation, and Search Norms.

Figure 48: View and Track status

- On Click of submitted application below mentioned screen will appear

The screenshot shows the 'Track Application Status' search form. It contains several input fields: 'Type of scheme *' (dropdown, 'Please Select'), 'Type of sub scheme *' (dropdown, 'Please Select'), 'From Date' (text input), 'To Date' (text input), 'Application Number' (text input), 'File Number' (text input), 'Branch code' (dropdown, 'Please Select'), and 'RA Office' (dropdown, 'Please Select'). At the bottom are 'Clear All' and 'Search' buttons.

Figure 49: Track Application status

- User can search the application with the below mentioned search parameters

Type of Scheme: User will select the Type of Scheme as Norms

Type of sub Scheme: Norms Fixation

From and To date: User can search the application by to and from date

Application number: User can search file with application number available

File number: User can search file with the valid File number

- User needs to enter the mandatory field to check the file details

Showing result for : Application process -> NORMS Application Sub process -> Norms Fixation										
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action			
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			
4	ARNNORMAPPLY00108227AM21	HQRNORMAPPLY00013141AM21	30/11/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			

Figure 50.File details

- User will click on (+) sign to view the status of the file

Showing result for : Application process -> NORMS Application Sub process -> Norms Fixation										
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action			
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			
File Status In Process										
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action ▾			

Figure 51: File status

- User will click on Action button to view the various File details

The screenshot shows a table of application records. The columns include Sl.No., Application Number, File Number, File Date, Entity Name, Branch, RA Office, and Action. The first row has a red box around its 'Action' button. The second and third rows also have 'Action' buttons.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action

Figure 52: Action button details

- Print: To print the submitted application
- Attach Documents: User can attach extra documents for the submitted application if the request is in 'In progress' status.

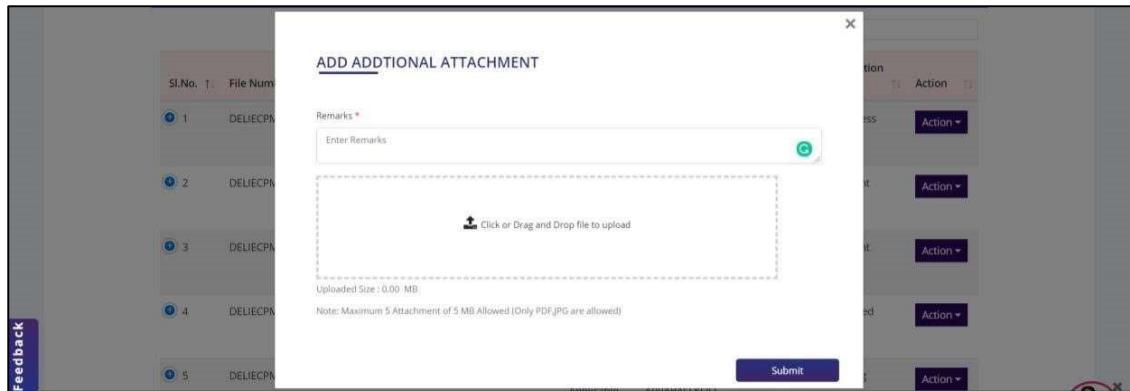


Figure 53: Attach Document

- Payment Details: User can check the payment details and download the receipt for the submitted application.
- View Life Cycle: To check the Action taken on your submitted application. Example, to track which action is taken when and by whom.
- DSC/e-sign Details: To check the DSC and e-sign details.
- View Approved Letter: In case the status of the request is 'Approved', then user can check and download the approved letter.

- Withdraw: If the submitted request is still in ‘In Progress’ state then, applicant has an option to submit another request for withdraw the application.

Note: Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.



Figure 54: Withdraw File

- Respond to Deficiency: This option will be available only when the status of the application is ‘Deficient’. Applicant will be able to check the Deficiency details like Deficiency issue date, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond to deficiency button. User can respond to deficiency in two ways:

- With attachment: User will amend the application with attachment and adding additional remarks
- Without attachment: User will amend the previous application and attach additional remarks and submit the application

6. Online Proceedings

- DGFT officer will call importer/exporter for the Personal Hearing for application submitted by the Importer/Exporter with meeting date, time and venue
- Importer/Exporter will check for the personal hearing under

My Dashboard >> Online Proceedings

Figure 55. My Dashboard >> Online Proceeding

- After clicking on online Proceeding. Online Proceedings grid will be shown as mentioned below

IEC: will show the IEC number of the importer/exporter

File number: Norms file which is submitted by importer/exporter
 Proceeding Name:
Norms Fixation
 Proceeding status: Status of the file submitted by importer/exporter

Online Proceedings						
Online Proceedings						
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status		
1	BFVPG4542N	HQRNORMAPPLY00005240AM21	Norms Fixation	Open		
2	BFVPG4542N	HQRNORMAPPLY00005233AM21	Norms Fixation	Closed		
3	BFVPG4542N	HQRNORMAPPLY00005228AM21	Norms Fixation	Open		
4	BFVPG4542N	HQRNORMAPPLY00005207AM21	Norms Fixation	Open		

Figure 56. Online proceeding grid view

- User will click on Norms Fixation link to submit the personal hearing response.

Online Proceedings						
Online Proceedings						
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status		
1	BFVPG4542N	HQRNORMAPPLY00005240AM21	Norms Fixation	Open		
2	BFVPG4542N	HQRNORMAPPLY00005233AM21	Norms Fixation	Closed		
3	BFVPG4542N	HQRNORMAPPLY00005228AM21	Norms Fixation	Open		
4	BFVPG4542N	HQRNORMAPPLY00005207AM21	Norms Fixation	Open		
5	BFVPG4542N	HQRNORMAPPLY00005179AM21	Norms Fixation	Open		

Figure 57. Click on Norm Fixation

- User will click on UDIN number under UDIN heading to view the personal hearing the letter

Online Proceedings						
Online Proceedings						
IEC	Firm Name					
BFVPG4542N	SSKTEST					
File Number	Proceeding Name					
HQRNORMAPPLY00005179AM21	Norms Fixation					
Show 10 entries	Search:					
Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status
1	UDINNORM00003291AM21	Personal Hearing	12/11/2020	DGFT(HQ)	26/11/2020	Pending
Showing 1 to 1 of 1 entries						Submit
						Previous Next
Back						

Figure 58. Click on UDIN number

- On click on UDIN number personal hearing approved letter details will show

<u>APPROVED LETTER DETAILS</u>				
Sl.No.	Approved By	Approved Date	Letter Type	View Letter
1	DGFT(HQ)	12/11/2020	Personal Hearing	View Letter
				Previous 1 Next

Figure 59. Personal hearing approved letter details

- User will click on View letter link to view the personal hearing letter.

<u>APPROVED LETTER DETAILS</u>				
Sl.No.	Approved By	Approved Date	Letter Type	View Letter
1	DGFT(HQ)	12/11/2020	Personal Hearing	View Letter
				Previous 1 Next

Figure 60. View Personal hearing letter link

- On click of view letter, Importer/Exporter will see the Personal hearing letter


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

Hearing Letter

IEC: BFVPG4542N Dated: 12-11-2020

To
 SURENDRA SINGH GURJAR
 snehitha.guniganti@tcs.com
 DILSHAD GARDEN, DELHI, 110011.

Subject: Hearing Letter with respect to Application of Norms Fixation dated 12/11/2020.

Sir / Madam,

In connection with the above subject for ratification of norms, the matter is under consideration by Norms Committee - 5. It is requested that the authorised representative(s) of the SSKTEST be available for a personal hearing on 2020-11-27 12:02 at Room No. 11, DGFT HQ, Udyog Bhawan, New Delhi. You are requested to confirm your presence at least a day prior to the hearing by logging in the DGFT website with your registered account. Please ensure that the person attending the hearing should be well-versed in the technical details and manufacturing process as applicable.

Further it is requested to furnish the below information / details sought in this matter for the committee to proceed further. The same can be submitted online at <https://dgft.gov.in>. Navigate to <https://dgft.gov.in> and click on Login. Login with your user credentials and view the applications pending action. Click to submit response online.

Figure 61. Personal hearing letter

- User will click on Submit link under Response heading to submit the Personal hearing response

Online Proceedings

IEC	Firm Name						
BFVPG4542N	SSKTEST						
File Number	Proceeding Name						
HQRNORMAPPLY00005179AM21	Norms Fixation						
Show 10 entries Search:							
SI.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINNORM00003291AM21	Personal Hearing	12/11/2020	DGFT(HQ)	26/11/2020	Pending	Submit

Showing 1 to 1 of 1 entries

[Back](#)

Figure 62. Submit Response link

- After clicking on submit link under response heading.
- User provides confirmation for hearing as Yes/No by selecting the radio button. Note: Confirmation for Hearing is pre-selected as: Yes
- User can Request for Adjournment as Yes/No by selecting the radio button with additional remarks
Note: Confirmation for Hearing is pre-selected as: No

User will add mandatory attachment

The screenshot shows a web form titled "Respond to Personal Hearing Letter". It includes fields for "Confirmation for Hearing" (radio buttons for Yes or No, with Yes selected), "Request for Adjournment" (radio buttons for Yes or No, with No selected), and "Name of Person Attending Hearing" (text input field containing "Surendra"). There is also a "Response / Remarks" section with a text area labeled "Enter Remarks". Below these, there is a "Attachments" section. Under "Attachment Type", there is a dropdown menu set to "Please select" and a file upload area with a placeholder "Click or Drag and Drop file to upload" and a note "Uploaded Size : 0.00 MB". A note at the bottom states "Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf|jpg are allowed)". An "Upload Attachments" button is located at the bottom left of this section. To the right, there is a table titled "Uploaded Document List" with columns for "Attachment Type", "Remark", "View/Add More Attachments", and "Delete". The table body contains the message "No data available in table". At the bottom right of the attachments section is a small circular profile picture of a person.

Figure 63. Personal Hearing response

- User will sign the declaration, add Place and click on save & next button

The screenshot shows a web form titled "Declaration". It contains a large block of text detailing various declarations, including statements about laws followed, no previous penalties, adherence to trade policies, and declaration of knowledge. Below this text is a checkbox labeled "Tick the box as acceptance of declaration/ undertaking and fill in the details below." Underneath, there are two input fields: "Place" (containing "Delhi") and "Date" (containing "04/12/2020"). At the bottom right of the form are two buttons: "Clear All" and "Save & Next", with the "Save & Next" button highlighted with a red box.

Figure 64.Sign document

- On click of Save & next button. User will E-sign the document with Aadhaar or Digital signature (DSC)

The screenshot shows a declaration form titled 'Declaration'. It contains several sections of text and checkboxes. A specific checkbox labeled 'You have ticked the box as acceptance of declaration/ undertaking details' is checked. Below this, there are fields for 'Place:' (Delhi) and 'Date:' (04/12/2020). At the bottom right of the form area, there is a red-bordered 'Sign' button.

Figure 65. E-sign document

- User will click on submit button to submit the response

The screenshot shows a declaration form titled 'Declaration'. It contains several sections of text and checkboxes. A specific checkbox labeled 'You have ticked the box as acceptance of declaration/ undertaking details' is checked. Below this, there are fields for 'Place:' (Delhi) and 'Date:' (04/12/2020). At the bottom right of the form area, there is a red-bordered 'Submit' button.

Figure 66. Submit button

- Response will be submitted successfully

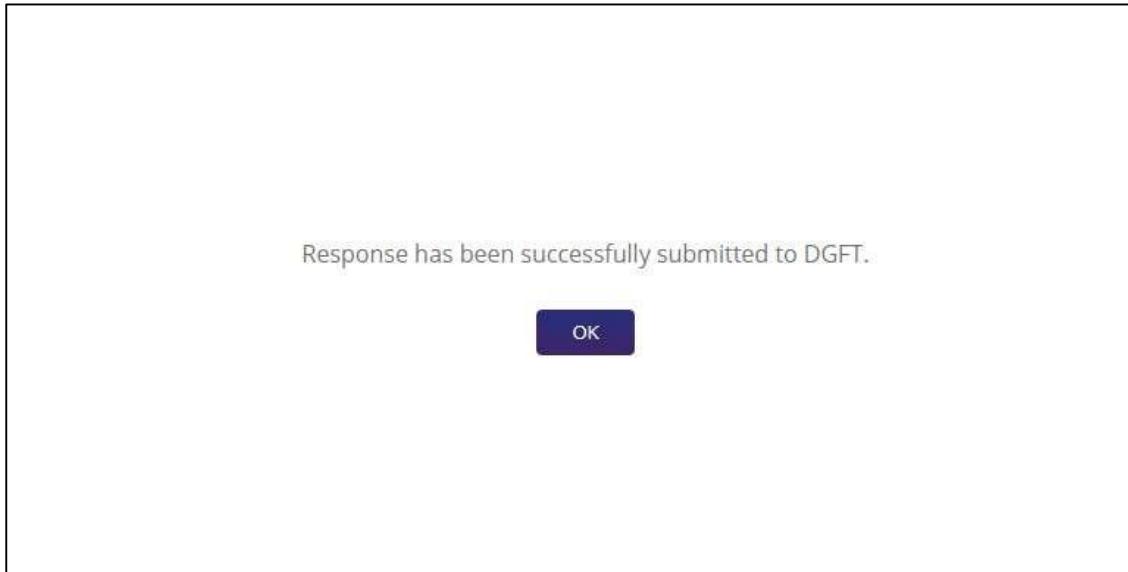


Figure 67. Response submitted successfully

- Once the response is submitted user can check the submitted response by clicking on Norm fixation link under Proceeding name heading
- User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

Online Proceedings								
IEC	Firm Name	File Number	Proceeding Name	Search: <input type="text"/>				
SL.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response	
1	UDINNORM00003560AM21	Personal Hearing	20/11/2020	DGFT(HQ)	19/11/2020	Response Submitted	View	Previous Next
Showing 1 to 1 of 1 entries								

Figure 68. Response submitted

- Once the action is taken on the Norms file Proceeding status will be closed

Online Proceedings					
SL.No.	IEC	File Number	Proceeding Name	Proceeding Status	
1	BFVPG4542N	HQRNORMAPPLY00005233AM21	Norms Fixation	Closed	Previous Next
Showing 1 to 1 of 1 entries (filtered from 49 total entries)					

Figure 69. Proceeding status

7. Search Norms

- User will click on ‘Search Norms’

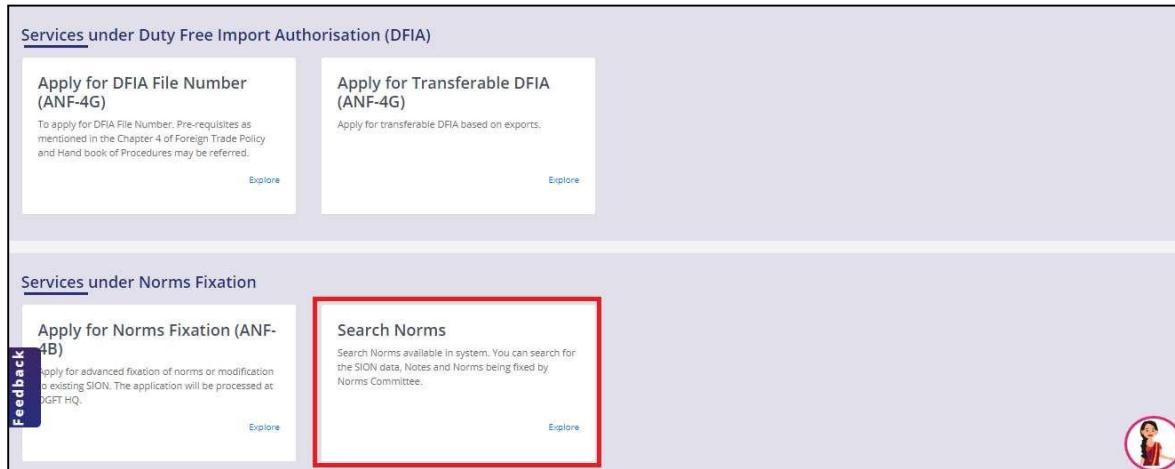


Figure 70.Search Norms card

- Below mentioned screen will appear

This screenshot shows the 'Search Criteria' page for searching norms. It includes fields for selecting search criteria (radio buttons for 'Standard IO Norms' and 'SION Chapter Notes'), dropdowns for 'Export Product Group' and 'SION Serial No.', and a text input field for 'Export Item (contains)'. Below these fields is a CAPTCHA code 'EGWYYP' with a refresh icon, and a text input field for entering the CAPTCHA code. At the bottom are 'Search' and 'Reset' buttons.

Figure 71.Search Norms screen

- User shall select the search criteria from the radio button available as mentioned in the below screen

- Standard IO Norms
- SION Chapter notes

The screenshot shows a search interface titled 'Search Criteria'. At the top, there is a radio button group for 'Select *' with options 'Standard IO Norms' (selected) and 'SION Chapter Notes'. Below this are three input fields: 'Export Product Group' (dropdown menu), 'SION Serial No' (dropdown menu), and 'Export Item (contains)' (text input field). A CAPTCHA code 'EGWAYP' is displayed with a 'Type the above CAPTCHA Code:' label and a 'Please enter above CAPTCHA Code:' input field. At the bottom are 'Search' and 'Reset' buttons.

Figure 72.Search Norms Criteria

- For Search Type: Standard IO Norms
- User can search for Standard IO Norms based on the following search parameters and click on the Search button.
- Export Product Group: User will select the product group from the drop down
- SION Serial No: User can search and select for the SION serial number
- Export Item (Contains): User will enter the Export Item

The screenshot shows the same 'Search Criteria' page after a search has been performed. The results table is empty and displays the message 'No data available in table'. At the bottom, there are buttons for 'Export to PDF' and 'Export to Excel'.

Figure 73.Search Type: Standard IO Norms

- On click of search button, selected product group details will be shown to the user

Select * Standard IO Norms SION Chapter Notes

Export Product Group *	SION Serial No	Export Item (contains)						
A-Chemical and Allied Products	Please select export product group							
8P5E2  Type the above CAPTCHA Code.								
<input type="text" value="Please enter above CAPTCHA Code"/>								
Search	Reset							
Select	SION Serial No	Export Item	Export Item Quantity and UOM	Quantity	UOM	SION Notes	Inputs Allowed	Chapter notes
<input type="radio"/>	A1	Deleted	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A2	1,(4-Hydroxy 3- Hydroxy Methyl Phenyl) 2-(N-Terbutyl-N-Benzyl Amino) Ethanol (Drug Intermediate of S	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A4	1-(2,6-Dichlorophenyl)-2-Indolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Figure 74. Standard IO Norms Report

- By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively

<input type="radio"/>	A5	1-(2-Propenyl)-1,3-Dihydro-2-H Benzimidazol-2-One(Minimum 99percent Purity)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A7	1-(4-Fluorobenzyl) 2-Chloro Benzi-midazole	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A8	1-(4-Piperidinyl)- 5-Chloro-2-Benzi-midazolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A9	1-(Paratolyl)-3-Methyl-5-Pyrazolone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A10	1-Ethyl-6-Fluoro-7-Chloro 1,4-dihydro-4-oxoquinoline-3-Carboxylic Acid (Norfloxacin intermediate)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Showing 1 to 10 of 2,620 entries

Previous 1 2 3 4 5 ... 363 Next

[Export to PDF](#) [Export to Excel](#)

Figure 75.Export Excel, PDF

- User will click on View notes link to view the Export Item notes
- User will click on View import link to view the input allowed
- User will click on View chapter notes link to view the chapter notes description

<input type="radio"/>	A2	1,(4-Hydroxy 3- Hydroxy Methyl Phenyl) 2-(N-Terbutyl-N-Benzyl Amino) Ethanol (Drug Intermediate of S	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A4	1-(2,6-Dichlorophenyl)-2-Indolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A5	1-(2-Propenyl)-1,3-Dihydro-2-H Benzimidazol-2-One(Minimum 99percent Purity)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A7	1-(4-Fluorobenzyl) 2-Chloro Benzi-midazole	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Figure 76. View Notes, View import, View Chapter notes

For Search Type: SION Chapter Notes

- User can search for SION Chapter Notes by selecting the notes from the drop down, enter captcha and Click on search button

The screenshot shows a 'Search Criteria' page with a dark blue header. Below the header, there is a radio button group for 'Select *' with options 'Standard IO Norms' and 'SION Chapter Notes'. The 'SION Chapter Notes' option is selected. A dropdown menu labeled 'Notes*' contains the following items: 'Please Select', 'Fuel Notes', 'Packaging Notes', 'Product Group Notes', and 'General Notes'. The 'General Notes' item is highlighted with a blue selection bar. To the right of the dropdown is a CAPTCHA field containing 'FXE43' with a refresh icon. Below the CAPTCHA is a placeholder text 'Type the above CAPTCHA Code.' and a text input field with the placeholder 'Please enter above CAPTCHA Code.'. At the bottom are two buttons: 'Search' and 'Reset'.

Figure 77.SION Chapter Notes

This screenshot is identical to Figure 77, but the 'General Notes' option in the dropdown menu is now highlighted with a blue selection bar, indicating it has been selected.

Figure 78. Notes Drop down

- On click of search button, below mentioned details will appear as per the selected Notes

The screenshot shows a search interface for 'Fuel Notes'. At the top, there's a dropdown menu set to 'Fuel Notes', a CAPTCHA field containing 'E377F' with a refresh icon, and a text input field asking to type the CAPTCHA code. Below these are 'Search' and 'Reset' buttons. A link 'Click here to view the Fuel Notes' is present. The main content is a table with 13 rows, each containing a number and a note description. The columns are labeled 'S No' and 'Notes Description'. The notes listed are:

S No	Notes Description
1	Bulk Drug and Drug Intermediates
2	Dye and Dye Intermediates
3	Glass
4	Ceramic Products
5	Paper made from wood pulp/ waste paper
6	Pesticides (Technical)/ Pesticides formulation from Basic Stage
7	Refractory items of the following types:-
7a	Shaped and Fired
7b	Shaped and Tempered
7c	Others

Figure 79. Note Description report

- By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively

S No	Notes Description
1	Bulk Drug and Drug Intermediates
2	Dye and Dye Intermediates
3	Glass
4	Ceramic Products
5	Paper made from wood pulp/ waste paper
6	Pesticides (Technical)/ Pesticides formulation from Basic Stage
7	Refractory items of the following types:-
7a	Shaped and Fired
7b	Shaped and Tempered
7c	Others

Showing 1 to 10 of 10 entries.

Previous 1 Next

Export to PDF Export to Excel

Figure 80. Export to PDF, Excel