

REVISED

**No.08/AS&DGAD/2016
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Anti-Dumping & Allied Duties**

Dated: 22.11.2016

NOTE

Subject: E mail communications from/to official Email Id of DGAD

Ref.: Instructions No.06/AS&DGAD/ 2016 dtd 15th November, 2016 & E mail dated 16.11.2016 from DGAD.

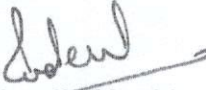
Now that an official NIC e-mail Id of DGAD (dgad.india@gov.in) is available, all the parties connected with ADD/CVD cases (applicants/domestic industry/exporters/ importers, Embassies of other concerned countries and other interested parties etc.) should be intimated of this email Id with the request that **from henceforth all applications/communications/submissions/data/statistical details etc. pertaining to ADD/CVD cases should be submitted to DGAD as per the following broad instructions:**

- i) Only 02 sets of hard copies of the complete application/other documents/submissions/data/statistical details/other details etc. to be submitted in the office of DGAD (to the IO/CO concerned/JD (Admn.)/other authorised officers) (one copy for use by IO & other for use by CO).
- ii) A soft copy of the entire application and other documents referred to under para (i) above in PDF form (preferably in single PDF file at the time of a particular submission), along with soft copy in MS Word/MS Excel format/such other compatible format for data/statistical details to be sent to official email Id of DGAD (dgad.india@gov.in) along with the copy to IO and CO concerned (if case is allotted by that date to a particular IO/CO).
- iii) Official email Id will be operated by one or more authorised officers for the purpose of forwarding such mails/communications to concerned IOs/COs, wherever required, and other officers (as required in each case) and/or sending response in other non-case related matters. The concerned officers forwarding/ receiving the mail will maintain strict confidentiality of the case related data/statistical details/information and will not forward any such mail or pass on such information to any other officer/person without prior written authorisation from DGAD.

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- iv) Official email Id of DGAD should be duly notified on the website (by JD (Admn)) to enable any person/public/case related interested parties to send any kind of communication meant for DGAD on this email Id, which will then be forwarded by the authorised officer to the concerned officers of DGAD for appropriate action as required in each case.
3. To begin with, Ms.Rita Mahna, JD (Admn.) is hereby authorised to access this email Id in addition to JS (Admn.) and DGAD for the above stated purpose.
4. All/any communication (hard copy or e-mail) made by any IO/CO to any domestic industry applicant or other interested party of the case (exporters/importers/producers etc.) will be copied to his other Team Member (CO/IO) and on official e-mail Id of DGAD. **Any e-mail communication received directly by any CO/IO from any DI/Interested party, if not already marked/sent to official e-mail Id of DGAD, shall be immediately forwarded to official e-mail Id of DGAD for record** (and to his other team members if not already marked/sent by the sender).
5. Attention of all IOs/COs is also drawn to para (iv) of instructions contained in Note/Important Instructions No.06/AS&DGAD/2016 dated 15th November, 2016 (with respect to maintenance of File(s) of a particular case) and para (ii) of the above said Note (with respect to preparation of a proper transfer report of case records on transfer out of IO/CO). These instructions should also be duly observed.


(Inderjit Singh)
Additional Secretary
22.11.2016

To:

All Officers of DGAD for information and necessary action.