

Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade,  
Udyog Bhawan, New Delhi.

Policy Circular No. 16 /2015--2020

Dated 09.01.2019

To,  
All RAs of DGFT

**Sub: Guidelines to RAs for following Standard Operating Procedure (SOP) for EODC monitoring of both Advance as well as EPCG authorizations using software in website <http://eodc.online> – Reg.**

All RAs are already aware that Director General of Foreign Trade, New Delhi has developed software for EODC monitoring of Advance as well as EPCG authorizations issued by RAs and RAs in fact have been feeding data in that module for quite some time now. Presently the module has the following facilities:

- i. RAs can enter details of all pending Authorizations where applicant has submitted application for grant of EODC or otherwise.
- ii. Monitor RA-wise, scheme-wise details like number of cases pending or documents not submitted, number of cases where Deficiency Letters have been issued, number of cases where EODCs have been granted, number of cases where SCNs have been issued and number of cases where Orders-in-Original have been passed under adjudication procedure.

**2. Already details of around 30,000 Advance Authorisations and 25,000 EPCG authorizations have been entered by the RAs. However, still large numbers of cases are yet to be fed into the system. Therefore, for effective export obligation monitoring of Advance Authorisations and EPCG Authorisations at both RA and Hqrs level, the following Standard Operating Procedure (SOP) is prescribed:**

- a) All Advance Authorisations and EPCG authorisations where EODC have not been granted shall be fed into the system. **This exercise needs to be completed by 31.1.2019 by all RAs. Data entered in this regard would be monitored on weekly basis.**
- b) Where exporter has not submitted any documents for grant of EODC, while feeding such cases, RA may use **“Check this Box if no Date”**

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option for date of submission in "Add Licence" form and there is no need to input any date.

- c) While feeding the data where exporter has not submitted documents, preferably old cases should be fed in the first place.
- d) Once an application of EODC is submitted at the Counter or a reply to a previously issued deficiency letter in EODC matter is submitted, at the Counter, the same needs to be fed in the system. All RAs must devise a mechanism so that after submission of the papers at the R&I Counter, the same should go to a designated person to feed the data and thereafter the papers should be passed on to the section concerned for processing of EODC request. This will ensure correct feeding of data and its integrity.
- e) Once any action is taken like Deficiency letter issued, EODC issued, SCN issued, Order in Original Passed etc, same should also be updated in the module before it is sent for dispatch.
- f) There is a provision to scan and upload EODC copy. Only duly signed copies of EODCs should be uploaded in PDF format so that Customs authorities can refer to this site for verification and updated information on EODC status.
- g) Age-wise analysis of all pending cases is also available in the EODC software. Therefore, while processing the cases chronology should be maintained.
- h) In case exporter has submitted application for EODC and if data is missing in EODC Online system, exporter has provision to raise query. RAs should resolve the queries by correctly reflecting the data in the system.
- i) DGFT HQs would monitor the performance of RAs in EODC matters based on the information gathered from this software (<http://eodc.online>).

3. Any difficulty in complying with the above guidelines may be brought to the notice of this Directorate.

This circular is issued with the approval of the DGFT.



(VIJAY KUMAR)

Additional Director General of Foreign Trade

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