

F.No. A-51/25/2025-HRD I/1868
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Vanijya Bhawan, New Delhi

CIRCULAR

Dated: 14th November, 2025

Subject: Email Training Session for DGFT Officers - reg.

All the officers of the Directorate General of Foreign Trade (HQ) are hereby informed that an **Email Training Session** has been scheduled by Email & Messaging Division of NIC as per the following details:

- **Date:** 21st November, 2025
- **Time:** 11:00 AM to 1:00 PM
- **Venue:** Room No. 31, Ground Floor, Vanijya Bhawan

2. The session aims to familiarise officers with best practices for official email communication, management, and security protocols. All officers are requested to attend the session punctually.

3. These issues with the approval of the Competent Authority.

Digitally signed by
RAMAN KUMAR
Date: 14-11-2025
(Raman Kumar)
Deputy Director General of Foreign Trade
E-mail: ramankumar@nic.in
Tel. No. 011-23038769

To

All the Officers and Staff of DGFT (HQ)