

**Content Ownership, moderation & approval policy(COMAP)**

The content on the website must always be authentic, accurate, and upto-date. Each and every bit of content published on the website should be verified and checked thoroughly to make the information authentic and accurate. The content of the website goes through the entire life cycle process of

1. Creation
2. Modification
3. Approval
4. Moderation
5. Publishing
6. Expiry

Different content elements on the basis of their importance and utility have been categorized as: -

1. Routine
2. Priority and
3. Express.

Express contents may be posted immediately on to the website. The priority content will get priority over routine contents. For the purpose of website management, officers of the Sections have been categorized into four levels as follows:

Level 1 - Section Staff

Level 2 - E.O./A.D.

Level 3 - D.D./J.D.

Level 4 - J.D./Director

In case a particular level of Officer is not available in the hierarchy, the other upper level officer should discharge the duties in addition to his role in the scheme of management. New links on the website can be created only with the approval of the Web Information Manager. The originating Section is the owner of the content on the website. The primary responsibility for the correctness, accuracy and relevance of the content is that of the Section concerned, the officers of the concerned section shall act as the approver and moderator of the content in case the content is directly uploaded on to the website by the Section itself using web interface provided for that purpose. However, every content must have the approval of the Divisional Head (JS/AS/Secretary) or the Secretary General before considering for approval and moderation for putting on the website. In case of those links/contents which are uploaded by the NIC, the Moderators shall be the officers of the IT Section and Approvers shall be the officers of the originating Section. Each of the links available in the website and the Sections/Officers which are responsible for the Content Ownership, Moderation and Approval are

S.No	About Us	Subject (Section/Sub sections)	Division	Routine	Priority	Express	Approver	Moderator
1	Department of Commerce						Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./U.S Level 4-J.D./Director	
		Department Setup and Function	O&M			✓	2&3	3&4
		Subject Under Administrative Control	O&M			✓	2&3	3&4
		Advisory Board	O&M			✓	2&3	3&4
		Bilateral Chamber of Commerce	FT(Coord)			✓	2&3	3&4
		Officers handling Public / Staff grievances	TFS			✓	2&3	3&4
		Citizen's Charter	FT(Coord)			✓	2&3	3&4
		Appellate Committees	O&M			✓	2&3	3&4
2	Divisions							
3		International Trade Policy						
		Trade Policy Division	TPD/Agri & EP/Agri			✓	2&3	3&4
		Regional Multilateral and Trade Relations				✓	2&3	3&4
4		Foreign Trade Territorial Division						
		Foreign Trade (Africa)	FT (Africa)			✓	2&3	3&4
		Foreign Trade (NAFTA)	FT (NAFTA)			✓	2&3	3&4
		Foreign Trade (Latin America)	FT(LAC)			✓	2&3	3&4
		Foreign Trade (Europe)	FT (Europe)			✓	2&3	3&4
		Foreign Trade (CIS)	FT (CIS)			✓	2&3	3&4
		Foreign Trade (WANA)	FT (WANA)			✓	2&3	3&4
		Foreign Trade (ASEAN)	FT (ASEAN)			✓	2&3	3&4
		Foreign Trade (North East Asia)	FT(North East Asia)			✓	2&3	3&4
		Foreign Trade (South Asia)	FT			✓	2&3	3&4
		Foreign Trade (Coordination)	(Coordination)			✓	2&3	3&4
		Trade Commissioner/ Trade Assistance				✓	2&3	3&4
		Foreign Trade (Minerals/ ores)				✓	2&3	3&4
		Foreign Trade (State Trading)				✓	2&3	3&4
		ESCAP	ESCAP			✓	2&3	3&4
		Export promotion(Export Inspection)				✓	2&3	3&4
		Foreign Trade (Oceania)	FT (Oceania)			✓	2&3	3&4
5		Export Product Division						
		Export Product (Agriculture)	EP (Agri)			✓	2&3	3&4
		Gem and Jewellery	EP (G & J)			✓	2&3	3&4
		Engineering	EP (Engg.)			✓	2&3	3&4
		Electronics and computer software	EP (ECS)			✓	2&3	3&4
		Chemicals and Allied Products	EP (CAP)			✓	2&3	3&4
		Export Products (Pharmaceuticals)	EP (Pharma)			✓	2&3	3&4
		Export Promotion (Marine Products)	EP (MP)			✓	2&3	3&4
		EP(LSG)	EP (LSG)			✓	2&3	3&4
		Overseas Projects and Services	EP(OP)			✓	2&3	3&4
		EP (Textiles)	EP(Textiles)			✓	2&3	3&4
6		Export Industries Division						
		Plantation (A)-Tea	Plantation			✓	2&3	3&4
		Plantation (B)- Coffee	Plantation			✓	2&3	3&4
		Plantation (C)- Rubber	Plantation			✓	2&3	3&4
		Plantation (D)- Species	Plantation			✓	2&3	3&4
7		Export Service Division						
		Trade Finance Services	Trade Finance			✓	2&3	3&4
		State Cell	State Cell			✓	2&3	3&4
		Infrastructure -I	Infra-I			✓	2&3	3&4
		Infrastructure -II	Infra-II			✓	2&3	3&4

Sheet1

		Special Economic Zones (SEZ)	SEZ		✓	2&3	3&4
		Export Oriented Units (EOU)	EOU		✓	2&3	3&4
		SEZ-Admin	SEZ-Admin		✓	2&3	3&4
8		Economic Division					
		Export Planning	EPL-1		✓	2&3	3&4
9		Administration and General Service Division					
		Establishment-I	Establishment – I		✓	2&3	3&4
		Establishment-II	Establishment – II		✓	2&3	3&4
		Establishment-III	Establishment – II		✓	2&3	3&4
		Establishment-IV	Establishment – IV		✓	2&3	3&4
		Cash-I	Cash-I		✓	2&3	3&4
		Cash-II	Cash-II		✓	2&3	3&4
		Cashier Cell	Cashier Cell		✓	2&3	3&4
		Protocol	Protocol		✓	2&3	3&4
		General Administration and Welfare Cell			✓	2&3	3&4
		Women Cell	Women Cell		✓	2&3	3&4
		Receipt and Issue			✓	2&3	3&4
		Record Cell	Record Cell		✓	2&3	3&4
		Vigilance	Vigilance		✓	2&3	3&4
		RTI Cell			✓	2&3	3&4
		Organisation and Methods/Internal Work Study Unit/Career Management and Training			✓	2&3	3&4
10		Finance Division					
		Finance Branch	Finance Division		✓	2&3	3&4
11		Supply Division					
		Residual Establishment and Pension	And Pension Cell		✓	2&3	3&4
		Residual Purchase and Inspection	Purchase And Inspection Establishment Cell		✓	2&3	3&4
		Surplus Staff Establishment Cell	Cell		✓	2&3	3&4
		Litigation-I	Litigation-I		✓	2&3	3&4
		Litigation-II	Litigation-II		✓	2&3	3&4
		Accounts	Accounts		✓	2&3	3&4
		Establishment – I Section			✓	2&3	3&4
		Establishment – II Section			✓	2&3	3&4
		Coordination	Coordination		✓	2&3	3&4
		Cash	Cash		✓	2&3	3&4
		Vigilance and Confidential	Vigilance and Confidential		✓	2&3	3&4
		General Administration	General Administration		✓	2&3	3&4
12		Logistics Division					
		Logistics	Logistics		✓	2&3	3&4
13	Attached Offices						
		Directorate General of Foreign Trade (DGFT)	DGFT		✓	2&3	3&4
		Directorate General of supplies and Trade Remedies (DGTR)	Supply		✓	2&3	3&4
14	Subordinate offices						
		Pay and Accounts Office (Supply)	DGAD		✓	2&3	3&4
		Directorate General of commercial Intelligence and statistics, Kolkata	DGFT/DGCI&S		✓	2&3	3&4
		Special Economic Zones	SEZ		✓	2&3	3&4
		Pay And Account Office (Supply, Commerce And Textiles)	CCA		✓	2&3	3&4
15	GEM						
16	Autonomous Bodies						
		Commodity Boards(Tea)	Plantation		✓	2&3	3&4
		Coffee	Plantation		✓	2&3	3&4
		Rubber	Plantation		✓	2&3	3&4
		Spices	Plantation		✓	2&3	3&4
		Tabacco	Plantation		✓	2&3	3&4
		Marine Products Export Development Authority	O&M		✓	2&3	3&4
		Agricultural and Processed Food Products Export Development Authority	O&M		✓	2&3	3&4
		Export Inspection Council	O&M		✓	2&3	3&4
		Indian Institute of Foreign Trade	O&M		✓	2&3	3&4
		Indian Institute of Packaging	O&M		✓	2&3	3&4
		Indian Institute of Plantations Management	Plantation		✓	2&3	3&4
17	Public Sector Undertakings						
		State Trading Corporation(STC)			✓	2&3	3&4
		MMTC Limited			✓	2&3	3&4
		PEC Limited			✓	2&3	3&4
		Export Credit Guarantee Corporation of India Limited(ECGC)			✓	2&3	3&4
		India Trade Promotion Organisation	O&M		✓	2&3	3&4
18	Export Promotion Councils						
		EEPC India			✓	2&3	3&4
		Export Promotion Council for EOUs & SEZs			✓	2&3	3&4
		Project Exports Promotion Council of India (PEPC)			✓	2&3	3&4
		Basic Chemicals, Cosmetics and Dyes Export Promotion Council (Chemexil)			✓	2&3	3&4
		Chemicals and Allied Products Export Promotion Council (CAPEXIL)			✓	2&3	3&4

Sheet1

		Council for Leather Exports			✓	2&3	3&4
		Sports Goods Export Promotion Council			✓	2&3	3&4
		Gem and Jewellery Export Promotion Council			✓	2&3	3&4
		Shellac Export Promotion Council			✓	2&3	3&4
		Cashew Export Promotion Council of India			✓	2&3	3&4
		The Plastics Export Promotion Council			✓	2&3	3&4
		Pharmaceutical Export Promotion Council			✓	2&3	3&4
		Indian Oil Seeds And Produce Export Promotion Council (IOPEPC)			✓	2&3	3&4
		Services Export Promotion Council	O&M		✓	2&3	3&4
19	Other Organisations						
		Fedearion of Indian Export Organizations			✓	2&3	3&4
		Indian Diamond Institute			✓	2&3	3&4
		Footwear Design & Development Institute (FDDI)			✓	2&3	3&4
		National Centre for Trade Infomation	O&M		✓	2&3	3&4
		India Brand Equity Foundation	Plantation		✓	2&3	3&4
		Price Stablization Fund Trust	Plantation		✓	2&3	3&4
20	International Trade						
21		International Trade- India & World Trade Organization(WTO)	TPD	✓	✓	✓	2&3 3&4
21		International Trade- Trade Agreements	RMTR/Concern Territorial Division	✓	✓	✓	2&3 3&4
22		International Trade- FAQ on FTAs	TPD	✓	✓	✓	2&3 3&4
23		International Trade- Joint Statements & Minute of Meetings	TPD/Concern Territorial Division	✓	✓	✓	2&3 3&4
24		International Trade-TBT and SPS Portals		✓	✓	✓	2&3 3&4
25		International Trade- India's Trade Portal of SAARC, ASEAN and top 25 countries		✓	✓	✓	2&3 3&4
26		International Trade- Trade Promotion Programmes and Schemes		✓	✓	✓	2&3 3&4
27		International Trade- Sixth Trade Policy Review of India		✓	✓	✓	2&3 3&4
28		International Trade- FAQ on FTAs Engineering Sector	TPD	✓	✓	✓	2&3 3&4
29		International Trade-EU GSP Scheme of Self Certification		✓	✓	✓	2&3 3&4
30	Trade Statistics						
		Latest Trade Figures	Economic Advisor	✓	✓		2&3 3&4
		Export Import Data Bank (Annual)	NIC	✓	✓		2&3 3&4
		Export Import Data Bank (Monthly)	NIC	✓	✓		2&3 3&4
		Foreign Trade Performance Analysis (FTPA)	NIC	✓	✓		2&3 3&4
		Dashboard	NIC	✓	✓		2&3 3&4
		Trade Analytics	NIC	✓	✓		2&3 3&4
31	Media						
		News/ Update	PIB			✓	2&3 3&4
		Publications/ Reports	Concerned Division/Section			✓	2&3 3&4
		Press Releases	PIB			✓	2&3 3&4
		Major Achievements	EPL			✓	2&3 3&4
							2&3 3&4
		Photo Gallery	PIB			✓	2&3 3&4
		Important Video Links	PIB			✓	2&3 3&4
32	Contact Details		Establishment-1			✓	2&3 3&4
33	Whats New		Concerned Division/Section			✓	2&3 3&4
34	Trade Promotion			✓	✓		2&3 3&4
35		Special Economics Zones	SEZ		✓		2&3 3&4
36		Trade Promotion Assistance			✓		2&3 3&4
37		Foreign Trade Policy & Procedure	Link to DGFT Website		✓		2&3 3&4
38		Plantation Scheme	Plantatation		✓		2&3 3&4
39	Acts and Schemes	Acts, Regulations and other Notifications	Plantation, SEZ, EIC and other concern Division/ section		✓	✓	2&3 3&4
40	Budget		B&A			✓	2&3 3&4
41	Parliamentary Business					✓	2&3 3&4
42	DOC Grievance Management system					✓	2&3 3&4
43	Link for Public Interfaces			✓	✓		2&3 3&4
		Department of Commerce		✓	✓		2&3 3&4
		Directorate General of Foreign Trade (DGFT)		✓	✓		2&3 3&4
		Directorate General of Trade Remedies (DGTR)		✓	✓		2&3 3&4
		Special Economic Zones (SEZs)		✓	✓		2&3 3&4
		Export Inspection Council		✓	✓		2&3 3&4

		Tobacco Board		✓	✓		2&3	3&4
		MMTC Limited		✓	✓		2&3	3&4
		The State Trading Corporation of India Limited (STC)		✓	✓		2&3	3&4
		PEC Limited		✓	✓		2&3	3&4
		India Brand Equity Foundation (IBEF)		✓	✓		2&3	3&4
		Tea Board		✓	✓		2&3	3&4
		Coffee Board		✓	✓		2&3	3&4
		Rubber Board		✓	✓		2&3	3&4
		Spices Board		✓	✓		2&3	3&4
		India Trade Promotion Organisation (ITPO)		✓	✓		2&3	3&4
		ECGC Ltd		✓	✓		2&3	3&4
		The Agricultural & Processed Food Products Export Development Authority (APEDA)		✓	✓		2&3	3&4
		The Marine Products Export Development Authority (MPEDA)		✓	✓		2&3	3&4
44	Training Notices		O&M			✓	2&3	3&4
45	Tender Notices		GA			✓	2&3	3&4
46	Vacancies		GA			✓	2&3	3&4
47	FAQs				✓	✓	2&3	3&4
48	Monitoring System	<a href="https://commerce-app.gov.in/aside/default.asp">https://commerce-app.gov.in/aside/default.asp</a>	NIC		✓		2&3	3&4
50	RTI/ACT	General Matters	RTI	✓			2&3	3&4
51	Useful Links		Concerned Division/Section	✓			2&3	3&4
		Commercial Wings in the Indian Missions abroad		✓			2&3	3&4
		Export Promotion Councils		✓			2&3	3&4
		Commodity Boards		✓			2&3	3&4
		Special Economic Zones		✓			2&3	3&4
		Directorate General of Foreign Trade		✓			2&3	3&4
		Directorate General of Supplies and Disposals		✓			2&3	3&4
		DGCIS, Kolkata		✓			2&3	3&4
		Export Oriented Units		✓			2&3	3&4
		e Procurement		✓			2&3	3&4
		GOI Directory		✓			2&3	3&4
		Parliament Questions		✓			2&3	3&4
		International Trade Bodies		✓			2&3	3&4
		Kimberley Process Certification Scheme		✓			2&3	3&4
		Centre for WTO Studies		✓			2&3	3&4
		TBT and SPS Portals		✓			2&3	3&4
		Compendium on Import Policy of India		✓			2&3	3&4
		Government Industry Consultations		✓			2&3	3&4
		India Brand Equity Foundation (IBEF)		✓			2&3	3&4
52	Organization Chart	Organization Chart	Establishment-1			✓	2&3	3&4
53	Sitemap		NIC/E2logy	✓			2&3	3&4