

**MINISTRY OF COMMERCE & INDUSTRY
(DEPARTMENT OF COMMERCE)
DIRECTORATE GENERAL OF FOREIGN TRADE
UDYOG BHAVAN, NEW DELHI**

Dated 14.1.2004

O & M Instruction No 1 /2004

Subject: - Handling of receipts in R&I - modification therein.

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Letters/Dak sent to this office through registered and speed post are received in the despatch wing of the R&I Section. These daks are entered with postal details in a register in despatch wing and then passed on to the Receipt Wing who enter the same in the computerized file cum diary register section wise or in the Register for Officer's dak, as the case may be, for onward transmission to the concerned Section/Officer. In the above procedure, the action at the despatch wing end is a duplication.

2. It has, therefore, been decided that the register at the despatch wing may be dispensed with. Henceforth, Registered/Speed Post shall be treated as in case of Courier/Other Dak and shall be received in Receipt Wing.

This issues with the approval of DGFT.

Sd/-
(V.B.Saxena)
Dy. Director General of Foreign Trade.

1. All Officers/Sections at Hqrs.
2. All Regional Offices

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