

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

Dated 05.03.2004

O & M Instruction No 2 /2004

Subject: - Records - Procedure regarding arrangement preservation and destruction of

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Attention is invited to OMI No.5/2001 dated 22.6.2001 on the above subject. The following addition be made in the preservation period, for which retention period has not yet been described, as under:

S.No	Description of records	Period of Preservation
1.	IES files - IEC issued prior to AM-2000 are no more valid. The files where in IEC is not issued with PAN No. and files are not required by the investigating agencies/ECA etc.	To be destroyed immediately
2.	GSP files	C-I One year unless there is specific requirement of any file by any agency.
3.	IPRS-Shadow files	Destroy immediately except the pending IPRS claims as per list of claimants may be kept for a period of five years from the year 2004 and the position will be reviewed in the year 2009

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

1. All Officers/Sections at Hqrs.
2. All the Zonal/Regional Offices
3. National Archives of India, New Delhi.

(Issued from F.No.6/1/99-O&M)

