

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
DIRECTORATE GENERAL OF FOREIGN TRADE
UDYOG BHAVAN, NEW DELHI

Dated 25th March, 2004

O & M Instruction No.3/2004

Subject: Merger of sections at Headquarters – regarding

It has been noticed that some sections do not have much work whereas there are other sections which do not have adequate staff to handle the workload entrusted to them. Therefore, a need was felt to merge the former with the latter so that the available manpower could be used in an optimum manner.

The matter has been examined in detail and it has been decided to merge the following Sections:

Section to be closed/merged	Section with which to be merged
ILS-II	ILS – I (To be renamed as ILS.)
EF Cell and Grievance Cell	CDN. The new section would be renamed as Export Facilitation, Grievance and Co-ordination Section.
EO Cell	Trading House Cell
IWSU	O & M
Litigation – II	Litigation – I (To be renamed as Litigation.)
C.A. Section	Duty Drawback Cell
Library	General Branch
T.D.Cell; I & II	ECA II

One Dealing Hand of each closed/merged section will be transferred along with the residual work in the section in which it has been merged. HRD Division will issue necessary orders for transferring the relieved officers / staff.

This issues with the approval of DGFT.

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

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

(Issued from F. No. 01/70/321/00001/2002(IWSU))