

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

Dated 7<sup>th</sup> April, 2004

**O & M Instruction No.4 /2004**

**Subject: Dealing with references from VIPs – regarding**

Attention is invited to Coordination Division Circular No. 1/2004 dated 1.5.2003 regarding monitoring of VIP reference. It has been noticed that reference from VIPs still do not receive the immediate attention of the officers and staff. This often results in delay in sending reply in such cases. In order to cut down such delays, the following points are brought to the notice of all officers and staff for strict compliance.

1. All references from VIPs would be monitored through DG's monitoring system.
2. Upon receiving the reference from DGFT's office, PS of the concerned Addl. DG will take a photocopy of the reference and send it direct to the section concerned for initiating requisite action irrespective of the original reference travelling through various levels. Further, in the event of an officer being on leave/tour, the receipt should automatically be passed on to the link officer.
3. As far as possible, the concerned JDG should initiate action on the VIP reference alongwith a draft reply. Wherever the reply is directly dictated by Addl. DG/DG, the reply will be issued by concerned section only and not by their personal staff so that the issue can be properly linked during future correspondence.
4. The approved draft reply will be finalised / faired by the personal section of the officer signing the reply and issued by the concerned section only.

5. In case of dispute regarding which section will deal with a VIP reference, DDG / JDG (CDN) will take a decision as per OMI No. 8/2003 dated 4.10.2003.
6. All the sections would maintain a register of VIP references/their disposal details and submit a report to CDN Section in the proforma prescribed in Circular No. 1/04 dated 1.5.2003 on weekly basis who will submit a consolidated report to C & IM, CS and DGFT (Copy of the Proforma enclosed herewith).
7. A separate list of monitoring cases pending for more than one month will be prepared by O & M Section for the Senior Officers' Meeting.
8. O & M Section will circulate list of pending monitoring references to Addl. DGs/JDGs every Thursday so that the officers come well prepared on Monday in the Senior Officers' Meeting.

This issues with the approval of DGFT.

Encl: as above.

(V.K.GUPTA)  
Joint Director General of Foreign Trade

To

- 1.All Officers / Sections in the Hqrs.
2. All Zonal/Regional Offices of DGFT.

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