

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

Dated:13 .05.2004

O & M Instruction No 07 /2004

Subject: Pending references made by RLAs

Attention is invited to OMI No.13/2003 dated 05.11.2003 on the above subject.

2. It has been decided that all Zonal/Regional Offices will send a list of references pending with the HQ for more than two months alongwith a copy of the reference to the Co-ordination Section at HQs. This pending report will reach Co-Ordination Section by 7th of each month. Co-ordination Section will compile this list and make available to O&M Section for circulation in the Sr. Officers Meeting to be held after 10th of every month. Co-ordination Section will also monitor the disposal of these pending reference subsequently as per allocation of work vide OMI No.13/2003 dated 05.11.2003.

3. It has been observed that D.O. letters sent by HQs are being replied by Port Offices in some cases in casual manner. Similarly, references to HQs are made by different officers in a routine manner. In order to obviate this, it has been decided that D.O. letters received from DDG and above at HQs by the various Offices should be replied by Head of the Office or with the approval of Head of Office by another JDG.

4. References from Port Offices to Hqs should similarly be made by the Head of the Office or with the approval of Head of the Office by JDG. In any case, approval of Head of the Office must be obtained and reference should not be made by an officer below the rank of JDG.

This issues with the approval of DGFT.

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

To

- (1) All Section/Officers of DGFT
- (2) All Zonal/Regional Offices
- (3) JDG(CDN)

(Issued from F.No.01/69/594/00002/2002/O&M)