O & M Instruction No. 12/2004

Subject: Time limit and reduced levels for disposal of receipts/ applications and other items of work -

In supersession of OMI No.14/2002 dated 16.12.2002 on the subject cited above, the following guidelines regarding level jumping are issued for information and compliance:-

(i) Since initial scrutiny of issues/receipts is done in the section by Dealing Hand and FTDO, the section consisting of Dealing Hand and FTDO will constitute one level and will be essential for all issues.
(ii) Out of DDG/JDG/Addl.DG/DG, the levels will be reduced to 2 only depending on the financial powers under whose jurisdiction, the matter falls.
(iii) The cases within the financial powers delegated to DDG will be submitted by the section direct to DDG and decided by him.
(iv) The cases falling within the financial powers of JDG will be submitted by the section direct to JDG and decided by him. DDG level will be reduced.
(v) The cases falling within the financial powers delegated to Addl.DG, will be submitted to Addl.DG through DDG. JDG level will be reduced.
(vi) The cases falling within the financial powers delegated to DG or desired to be submitted to DG; will be submitted to DG through JDG.
(vii) The files meant to be submitted to CS will be sent through Addl.DG or DG only.
(viii) In the case of query raised by some officer, the file should be submitted direct to the concerned Officer after replying the query.
(ix) The return journey of the files will be through all concerned officers for their information;
(x) These instructions will equally apply to all Zonal/ Regional Offices, where the Zonal/Regional Offices will have the flexibility to reduce further the levels indicated.
(ix) All Addl.DGs/JDGs will monitor the system when the files reach them.

This issues with the approval of DGFT.

Sd/-

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

To
(I) All Section/Officers of DGFT
(II) All Zonal/Regional Offices.

(Issued from F.No.01/69/591/00012/2002/O&M )