

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

Dated: 13.08.2004

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)