

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
OFFICE OF THE DIRECTOR GENERAL OF FOREIGN TRADE  
UDYOG BHAWAN, NEW DELHI-110011**

Dated 28.04.2005

**O&M INSTRUCTION No. 05/2005**

**Subject: Instructions regarding the Safe Custody and handling of blank licence forms/DEEC Books.**

Attention is invited to O&M Instructions No. 11/2001 dated 30.08.2001 regarding the safe custody and handling of blank licence forms/DEEC Books.

Recently instances have come to the notice of this office that some of the cancelled blank licence /DEPB Licence had been utilized by the firm fraudently. To avoid confusion and facilitate timely detection of frauds/forgeries, it is advisable to take following steps immediately:-

1. RLAs may tighten their security arrangements so that such things do not occur.
2. Licence Books/forms should be thoroughly checked up by the officer/staff receiving the same so that any discrepancy could be detected immediately on receipt and reported to the concerned authorities.

This issues with the approval of DGFT.

Sd/-  
(R.S. Bist)  
Dy. Director General of Foreign Trade

To

1. All Sections/Officers of DGFT
2. All Zonal/Regional Offices

(Issue from F. No. 01/69/591/00006/2001-O&M)