

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

Dated 23th June, 2006

O&M INSTRUCTION No. 04/2006

Subject: Signing of communication and mentioning details of the signatory.

It is observed that in some communications issued by this office, instead of mentioning details (like e-mail address: telephone No.) of the concerned officer who has signed the letter, details of some other officer are being mentioned. This may cause confusion to the receiver of the communication.

2. It is, therefore, emphasized that in case it is considered essential to mention the details like e-mail, telephone number etc., then the same should be in respect of the concerned officer only, who signs the letter.
3. This is issued with the approval of Director General of Foreign Trade.

Sd/-
(Ramanand Meena)
Dy. Director General of Foreign Trade

To

1. All Officer/Section
2. All Zonal/Regional Licensing Authorities.

(Issued from F.No. 01/69/594/01/2006/O&M)