

Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade
O&M Section

Dated 06.10.2006

O.M.INSTRUCTION NO. 07/2006

With a view to keeping track of movement of letters & files in the DGFT Hqrs., a Tracking System has been installed by the NIC(DGFT). This can be accessed from the DGFT Intranet at <http://dgftserver/intradgft> under the heading **File Tracking System**.

As per the instructions of DGFT, every movement of all the letters/files from the section to the officers and between the officers in the DGFT Hqrs. must be recorded using the System with immediate effect.

To operate the System, section/officer-wise passwords have been created. All concerned may obtained the password from Shri Rahul Kumar Jain, SSA NIC(DGFT) Room No. 568.

Sd/-
(R.N.Meena)
Dy. Director General of Foreign Trade
For Director General of Foreign Trade

To
All Officers/Sections of DGFT(HQ)
Udyog Bhawan, New Delhi

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