

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF FOREIGN TRADE  
UDYOG BHAWAN, NEW DELHI**

Dated 29<sup>th</sup> Nonember,2006

**O&M Instruction No. 09/2006**

**Subject:- Procedure for handling Policy relaxation cases**

To streamline the procedure of placing the cases before the Policy Relaxation Committee, it has been decided that the all the case relating to Grievance or Policy Relaxation should be marked directly to Grievance Committee. The secretariate of Grievance Committee will also provide secretarial assistance to the Policy Relaxation Committee. The new procedure is as under:-

- (i) R&I Section will sent all applications/requests related to Grievance /Policy Relaxation to Grievance Cell.
  - (ii) Upon receipt of formal request/application from R&I or any other sources, the request/receipt will be segregated and sent to concerned committee like Norms Committee, EPCG Committee etc. for further examination. The requests/applications which do not fall under the domain of any committee will be referred to the concerned Policy Division for their comments. Such receipt should be sent to concerned committee/division within a week time by Grievance Cell.
  - (iii) The concerned committee /Division will ensure to examine the request /application and provide their recommendations along with agenda for Policy Relaxation Committee to Grievance Cell, wherever necessary within 30 days of receipt of request/application in the committee/division concerned.
  - (iv) Wherever there is delay beyond 30 days, the same will be recorded in the agenda with adequate justification.
4. This issue with the approval of DG.

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

To

1. All officers/Sections at Hqrs.
2. All Zonal/ Regional Offices of DGFT.

(Issued from File No. 01/69/12/00010/2006/O&M)