

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

Dated 21. 02. 2007

O&M INSTRUCTION No. 1/2007

Subject: Instructions regarding precautionary measures in handling/ accounting of blank licence forms and other valuable documents.

Attention is invited to O&M Instructions No. 11/2001 dated 20.08.2001 and No. 5/2005 dated 28.04.2005 regarding the safe custody and handling of blank licence forms/DEEC Books (copy enclosed). DG has directed that all RLAs should follow all precautionary measures, as mentioned in above OMIs, in handling/accounting of blank licence forms and other valuable documents, which are handled by DGFT organization.

All Regional licensing Authorities are requested to furnish a report on the accounting of the existing stock of blank licence form to Vigilance Section at Head Quarter latest by 30.03.2007.

Sd/-
(K.P.Singh)
Dy. Director General of Foreign Trade

Encl: as above

To

All Zonal /Regional Licensing Authorities

(Issued from F. No. 01/69/591/00007/2007/O&M)