

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE DIRECTOR GENERAL OF FOREIGN TRADE
UDYOG BHAWAN, NEW DELHI-110011
O&M Section.

Dated: 23.02.2007

O & M instruction No. 2/20007

Subject: Observance of punctuality in attendance and Maintenance of “Assistant Diary” by dealing hand(s).

It has come to notice that many members of the staff come to office late and are leaving office much earlier than the prescribed hours. Instructions have been issued from time to time regarding observance of punctuality.

2. All Officers and members of staff are strictly advised to observe punctuality in attendance and to observe lunch hours only between 1.30 PM to 2.00 PM. No one should leave office before normal closing hours i.e. 6.00 PM. except in cases of genuine hardship with the permission of his/her immediate superior. All Asst. DGFT/FTDO/Economic Officers etc. are requested to check attendance register daily to ensure that members of staff working under their charge maintain strict punctuality.

4. Defaulters will render themselves liable for suitable action under the rules.

5. It has also come to notice during surprise checks that the dealing hands are not maintaining the “Assistant Diary”. It has been decided to strictly advised that all the dealing hands in the Section(s) will maintain “Assistant Diary” and submit the Assistant Diary to the FTDO for perusal and to see how many receipts are pending on the last working day of the week.

6. The concerned Dy. DG of the Section will have check on the progress of the receipts/applications on weekly basis and monitor the old cases under their supervision.

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

To

All Section/Divisions of DGFT

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