

**Government of India
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi-11**

Date 13th March 2007

O&M Instruction NO. 4 / 2007

Subject: Need for recording and weeding of files on regular basis.

It has been noticed during Internal Audit, conducted in connection with ISO 9001:2000, that many sections, including the Record Section in this Directorate are not taking necessary action for recording and weeding out of files. This issue was also discussed in the Management Review Committee Meeting on ISO 9001:2000, held on 9 March, 2007.

Attention is drawn to O&M Instruction NO. 5 of 2001 dated 22.6.2001, OMI NO. 2/2004 dated 5.3.2004 and O&M Circular NO. 57/2004 dated 27.12.2004 wherein necessary guidelines have already been issued regarding the procedure to be followed in recording and weeding out of files.

DG has desired that Jt. DGFT of each Division shall prepare a time bound programme for recording and weeding out of old files in the Sections under their charge. It has been desired by DG, Jt. DGFTs shall send a monthly report to O&M Section showing the number of files that have been recorded and weeded out by each section, by 5th of each month. Since this Directorate is a ISO:9000 certified-origination, recording and weeding out of files is a basic requirement.

This issues with the approval of competent authority.

Sd/-
(KP Singh)
Deputy DGFT

To

**PPS to DG / PS to Addl DGFTs / EC
All officers / Sections at the HQ.**

(File No. 1 / 69 / 593 / 01 / 2007 / O&M)