

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

Dated 09.11.2012

O & M INSTRUCTION No. 1/2012

Subject: Records- Procedure regarding arrangement, preservation and destruction of – amendment thereof

Attention is invited to OMI No.5/2001 dated 22.6.2001 wherein procedure regarding arrangement, preservation and destruction of records has been prescribed. In partial modification of the said OMI, the instructions in respect of records relating to Regional Offices is amended as under:

1. Section of the OMI shown as 'A' Regional Offices is amended as 'B' : Regional Offices.
2. The existing entry1 for Regional Offices titled 'Duty Exemption Pass Book (DEPB) Scheme' is amended to read as under:-

SCRIPS/AUTHORIZATIONS ISSUED UNDER CHAPTER-3 OF FTP AND DUTY EXEMPTION / REMISSION SCHEMES UNDER CHAPTER-4 OF FTP

Sl. No.	SUBJECT	RETENTION PERIOD	REMARKS
(1)	(2)	(3)	(4)
1.	Duty Exemption Pass Book (DEPB) Scheme (i) Issuance of (ii) Monitoring of old cases (1997-98)	3 Years or 1 year after audit, whichever is later. 1 Year after realization of the export Proceeds or audit is over, whichever is later	C-3 or 1 Year after audit, whichever is later. C-1 after realization of the export proceeds or audit is over, whichever is later. In cases of Audit Objection, file to be retained till Audit Objection is settled
2	Scripts issued under Chapter 3- FMS/FPS/MLFPS/Served from India Scheme/Target Plus/DFCE/ VKGUY/SHIS	3 years or 2 years after audit, whichever is later.	C-3 or 2 years after audit, whichever is later. In cases of Audit Objection, file to be retained till Audit Objection is settled
3.	Issuance of Advance/ Intermediate Licences/ Authorizations	3 Years after fulfillment of export obligation or 1 Year after audit is over, whichever is later.	C-3 after fulfillment of export obligation or 1 Year after audit is over, whichever is later. In cases of Audit Objection, file to be retained till Audit Objection is settled
4	DFIA/DFRC	3 years after fulfillment of export obligation or 1 year after audit is over, whichever is later.	C-3 after fulfillment of export obligation or 1 year after audit is over, whichever is later. In cases of Audit Objection, file to be retained till Audit Objection is settled

3. A new entry is added after the existing entries at "V" for Regional Offices as under:-

V A. NEGATIVE LIST

1	Restricted Import Licensing files	5 years. For cases under litigation files to be kept for 1 year after the matter is concluded using all appellate remedies.	C-5. For cases under litigation files to be kept for 1 year after the matter is concluded using all appellate remedies.
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This issues with the approval of DGFT.

(R.C.Meena)
Dy. Director General of Foreign Trade
Telephone No.23061569. Extn.388
e-mail: rc.meena66@nic.in

To

1. All Officers / Sections at Hqrs.
2. All Zonal / Regional offices
3. EDI for updating DGFT website
4. National Archives of India, New Delhi

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