

F.No.01/69/12/49/2014-O&M
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011

Dated the July , 2014

O & M Instruction No.4/2014

Subject:-Maintenance of cleanliness of the office environment and improvement in work culture and work environment.

During the interaction of Hon'ble Prime Minister with Secretaries on 4.6.2014, the Prime Minister had stressed upon ensuring an improved work culture and work environment. One of the issues discussed is " Decision making layers should be reduced, to a maximum of four layers".

This is for information and compliance for all the officers of DGFT.

(Tike Ram Majhi)
Dy. Director General of Foreign Trade

To
All Officers and Sections in DGFT (HQ).

Copy to PPS to Secretary, D/O Commerce
Copy to PPS to DGFT.