

F.No.01/69/12/17/2014-O&M / 879  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
Udyog Bhavan, New Delhi-110011

Dated the July 23, 2014

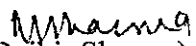
**O & M Instruction No. 5/2014**

Sub: Uploading of Public Notices/Notifications/Policy Circulars, decisions of various committees and any other information on the DGFT Website.

It has been noticed that different practices are being followed while uploading of information on the DGFT website. This matter has been reviewed. In future the following procedure may be adopted:

- (i) The minutes of any committee meeting will be hosted on the website only after the chairman of the committee has approved the minutes. If some decisions taken in the committee include approval of DG, then before hosting decision on DGFT website, it must be ensured that approval of DG has been taken.
- (ii) The relevant Public Notice/Notification/Public Circular and decision of committees must be forwarded to EDI Division of DGFT with signature of concerned chairman/member secretary of the committee or an officer not below the rank of Dy.DGFT **after converting the communication into pdf format**. Only thereafter the same will be hosted by EDI Division on the DGFT website.
- (iii) Any other information proposed to be hosted on DGFT website must also have approval of DGFT

This issues with the approval of DGFT.

  
(Rajbir Sharma)

Joint Director General of Foreign Trade

To

All Officers and Sections in DGFT (HQ).