Government of India
Ministry of Commerce & Industry
(Department of Commerce)
Directorate General of Foreign Trade

Dated 28th December, 2015

O&M Instruction No. 8/2015

Subject: Record Retention schedule for Registration Certificates for export of cotton yarn/sugar etc.

In continuation of O&M Instruction No. 5/2001 dated 22.06.2001, Record Retention schedule for Registration Certificates for export of cotton yarn/sugar etc. is framed as below:-

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Subject</th>
<th>Retention Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record Retention schedule for Registration Certificates for export of cotton yarn/sugar etc.</td>
<td>Closure of the case</td>
<td>C-1 One year after closure of the case.</td>
</tr>
</tbody>
</table>

(Tika Ram Majhi)
Deputy Director General of Foreign Trade

To

1. All officers/Sections of DGFT.
2. All Zonal/Regional Offices.
3. EDI for updating DGFT Website.
4. National Archives of India, New Delhi
5. Guard File
6. Copy to PS to DGFT.

(Issued from file No.01/69/96/2015-O&M)