

788 to 858

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

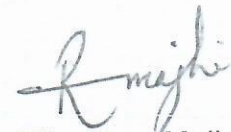
Dated 28 December, 2015

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:-

Sl.No	Subject	Retention Period	Remarks
1	Record Retention schedule for Registration Certificates for export of cotton yarn/sugar etc.	Closure of the case.	C-1 One year after closure of the case.



(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)