

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
(DEPARTMENT OF COMMERCE)
DIRECTORATE GENERAL OF FOREIGN TRADE
UDYOG BHAVAN, NEW DELHI

Dated 17.2.2003

O & M Instruction No 3 /2003

Subject: - Keeping proper account of cheques and re-conciliation thereof.

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It has been noticed that certain regional offices of DGFT Organization do not keep proper account of the blank cheques issued by Reserve Bank of India (RBI) under the scheme of payment of premium on exim-scrips and other licences. The issue of cheques to the beneficiaries is to be accounted properly. Re-conciliation of cheques issued and utilized is of vital importance from the audit point of view.

2. It would be desirable that proper account of all cheque leaves issued by RBI, their utilization and re-conciliation thereof should be carried out at regular intervals by Head of Office who would personally be responsible for their safety.

Sd/-
(Maya D.Kem)
Jt. Director General of Foreign Trade

To
1. All Officers/Sections at Headquarters
2. All Regional Offices

(Issued from file No. 01/69/598/00001/2003/O&M)