

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

Dated 22.10.2003

**O & M Instruction No 10 /2003**

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- Attention is invited to OMI No. 4/2003 dated 29.07.2003 regarding reorganization of DES Division at Hqrs.
2. In line with the orders issued therein, fresh applications for Deemed Exports are now being dealt with product-wise and alphabetically in respective sections of DES Division w.e.f. 1<sup>st</sup> August 2003. However, the correspondences/receipts in respect of the cases already dealt with in DES-VII section earlier continue to be dealt with in the said section.
3. In order to adhere to the deadline of 31<sup>st</sup> December 2003 for closure of DES-VII section, it has been decided that, with immediate effect, correspondence/receipts in respect of files dealt with by DES-VII section earlier, be marked to DES-VII by R&I till its final closure on 31<sup>st</sup> December, 2003. DES-VII division will retain the receipts in respect of live cases, which are being considered by ALC-II and process them further in normal course. Receipts, including representations against decision of ALC will be linked with the respective file and transferred to the respective section for further appropriate action as per work distribution revised vide OMI No. 4/2003.
4. Once the receipts alongwith the files are received in the respective section, they will give a new file No. under their section code and will communicate the same to the applicant as well as RLA concerned advising them to address future correspondence by quoting the new file No.
5. As for as indexing and recording of old/pending files in DES-VII is concerned, the following procedure will be adopted:-
- (a) DES-VII will identify and segregate the file where supplies are made to EOU/EPZ/SEZ units for those where the supplies are to projects etc.
- (b) In respect of files related to supply to EOU, etc. for the period AM-03 & AM-04, recording will be done by identifying the section to which they pertain to and will be transferred to the respective section, after proper listing and under proper receipt.
- (c) In respect of files related to supply to EOU, etc. for the period prior to AM-03 where no action is pending, the same will be transferred to record room after proper listing. One copy of such list shall be given to all DES Section for their future guidance.
- (d) Files relating to supplies to Projects etc. for all the periods will be segregated, as per OMI No. 4/2003, listed properly indicating the Licence No. validity of project/supply etc. and sent to respective section under proper receipt.

This issues with the approval of DGFT.

(V.K.Gupta)  
 Joint Director General of Foreign Trade

- To
1. All officers/sections at Hqrs.
  2. All Zonal/Regional Offices

(Issued from F.No. 01/69/594/00001/2002/O&M)