

**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 11 /2003

Attention is invited to OMI No. 5/2003 dated 29.07.2003 prescribing procedure for transmission and handling of data in respect of the applications received under Para 4.7 of the Handbook of Procedures Vol. I 2002-2007

2. As on date, the system of electronic transmission and simultaneous physical submission of the application by the exporter are in force for self-declaration cases. To streamline the procedure, it has been decided to have the following guidelines on handling such cases:-

- (i) All the hard copies be scrutinized at the counter stage for any discrepancies. In this context, instructions alongwith check sheet circulated by this office vide Internal Instructions dated 4th February, 2003 will be followed.
- (ii) In the check sheet already prescribed, and circulated alongwith the instructions as in para 3 above, on more column in the form of "Page Number" be created and the exporters may be asked to mention the requisite documents with the page number in the check sheet duly marked.
The check sheet may be obtained in duplicate and one copy may be sent to ALC alongwith 4 sets of applications.
- (iii) Whenever the licence holder represents to the ALC against the rejection or reduction of the quantity of various inputs, the same may be acknowledged in writing by the concerned DES division at Hqrs and a copy of the said acknowledgement be sent to the Port Office. He RLA concerned may keep the case pending for further action against the exporter only once he produces this acknowledgement from the DES division at Hqrs.
- (iv) Wherever the Technical Authority come across any discrepancies/need for additional documents for fixing norms in a particular case, they should not write directly to the applicant seeking all these details. The correspondence if need be may be routed through Office of DGFT alone. However, wherever it becomes absolutely necessary for the Technical Authority to interact with the applicant in writing, they should endorse a copy of the same to the concerned RLA.
- (v) As far as possible, ALCs must avoid making changes in export products unless it become absolutely necessary to do so. Whenever a brand name or a chemical is amended and chemical name of item is approved by ALC, the said ALC must ensure that the export product contains both the brand name and chemical name so that exporters do not face difficulty in getting their cases regularized.
- (vi) The licences issued under General Note-4 of Engineering items and General Note-1 of Electronics items providing for import of components on net to net basis as also licences issued under Packing Policy are deemed to have been issued under fixed norms. Therefore these cases need not come to ALC for ratification.

3. This issues with the approval of DGFT.

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

To

1. All officers/Setions at Hqrs.
2. All Zonal/Regional Offices
3. NIC(DGFT)

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