

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

Dated 4.12.2003

O & M Instruction No 15 /2003

Subject: - Com1ilaltion and submission of MIS Report.

Attention is invited to Circular No. 1(18)/2002-MISU dated 3.12.2002 issued by MIS Unit (Stat Division) of Hqrs. requiring all Zonal/Regional offices and Sections at Hqrs. to submit MIS Report to concerned Jt. DGs/Dy.DGs in MS excel format.

2. It has now been decided that the work relating to compilation and submission of monthly MIS Report duly analysed would be handled by Statistical Division at DGFT HQ.
3. All Zonal/Regional Offices and concerned Sections at Hqrs. are requested to furnish monthly MIS Report (MIS-I to MIS-XIV) in MS Excel format to Statistical Division for each month positively 10th of the following month on regular basis.
4. The Statistical Division at Hqrs would compile and analyse the reports and submit the same to DG by 15th of the following month.

This issues with the approval of Director General of Foreign Trade.

Sd/-
(V.B.Saxena)
Dy. Director General of Foreign Trade

To

- 1.All Officers/Sections at Hqrs.
- 2.All Zonal/Regional Offices of DGFT

(Issued from F.No. 01/69/594/00002/2003/O&M)