



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
C-WING, PMT COMMERCIAL COMPLEX, SHANKERSETH ROAD,
SWARGATE, PUNE - 411 037

FILE NO: 31/AM18/00/PS

DATE: 12/04/2017

OFFICE ORDER No. 2/AM-18

We have received a letter from Audit, Mumbai, dated 04/04/2017 enclosing a list of scheme-wise records that are to be preserved and the list of records that could be destroyed. Since we have space constraint, we want to surrender the Ground Floor at the earliest and hence this work should be attended on "Top Priority". Shri R.R. Borikar, FTDO, will exclusively look after this work till it is completed and Shri Jayant Kumar, UDC, will exclusively be attended to Shri R.R. Borikar, to assist him in this work. All other works of Shri Jayant Kumar, is shifted to Shri N.K. Birua and Smt Rajani Iyer. Both Shri Birua and Smt Rajani should jointly share and do the work. The progress on the segregation work has to be reported to ADG twice in a week. Till this exercise is completed Shri Jayant Kumar and Shri R.R. Borikar, should refrain from availing any leave and complete the task on war footing.

(S. Sasikumar)

Joint Director General of Foreign Trade


Copy to:-

All the concerned

138/c

Annexure

Name of the Schemes	Records to be preserved	Records to be destroyed
Advance Authorisation	2008-09 Onwards	Up to 2007-08
EPCG	2007-08 Onwards	Up to 2006-07
FMS	2008-09 Onwards	Up to 2007-08
FPS	2009-10 Onwards	Up to 2008-09
TED/DBK	2011-12 Onwards	Up to 2010-11
VKGUY	2005-06 Onwards	Up to 2004-05
SFIS	2006-07 Onwards	Up to 2007-08
DFIA	2009-10 Onwards	
SHIS		
REP		
TPS		
Licences issued for negative list		
DFRC for status holder		


S AO / CFA / Comp