



**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
'C' BLOCK, PMT COMMERCIAL COMPLEX, SHANKARSETH ROAD,
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TRADE NOTICE NO. 1/AM-13 DATED 27/09/2012

**Sub: Change in the Counter Timings for acceptance and Delivery of
Fresh Application, Authorization/Old Licences/Letters etc.**

At present the receipt and delivery counter of documents/applications/licences is functioning during 10.30 A.M to 12.30 P.M. and 3.00 P.M. to 5.00 P.M. respectively. Representatives of trade/industry have to undertake two visits in a day for submission/collection. To reduce the visit to one, this office has made the timings of both receipt and delivery in the forenoon as under.

10.00 – 12.00	-	Receipt
12.00 – 1.30	-	Delivery

In the event of any hardship on account of exceptional circumstances that a representative may face, submission/receipt of documents can be made in second half (AN) also with the approval of JDGFT.

Suggestions on the above change by Trade and Industry are welcome for any appropriate readjustment.

The revised timings will come in to effect from 01/10/2012.

**(CHANDRAKANT M. RAM)
FOREIGN TRADE DEVELOPMENT OFFICER (HRD)
for JOINT DIRECTOR GENERAL OF FOREIGN TRADE**

(Issued from File No. 31/1/Trade Notice/AM13/PS/Pune)