

E-mail : hyderabad-dgft@nic.in



Phones : 27536930/27536936  
Telefax : 27536932

**GOVERNMENT OF INDIA / MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF JOINT DIRECTOR GENERAL OF FOREIGN TRADE  
No.302, 3<sup>rd</sup> FLOOR, CGO TOWERS, KAVADIGUDA  
HYDERABAD - 500 080.**

**TRADE NOTICE NO. 01 Dt.21.01.2016**

In view of the Trade Notice No.12/2015, dt.13.1.2016 and Trade Notice No.14/2015 dt.19.1.2016 issued by the Director General of Foreign Trade, New Delhi, Trade is hereby requested to co-operate with this office in making this office to function efficiently and transparently.

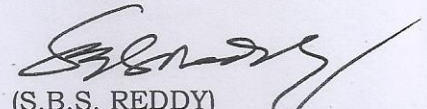
2. Visitors/Trade are discouraged to come personally to this office unless in exceptional circumstances.

3. In exceptional circumstances, the visitors are allowed to meet Joint DGFT/Head of Office only. Those who want to meet Joint DGFT, first they should meet the PRO and explain their problem/issue to Joint DGFT through intercom from PRO. If Joint DGFT decides that they are required to meet him, then Gate Pass will be issued by the PRO based on the instructions given by the Joint DGFT.

4. The existing practice of hand delivery of licences/scrip to an Identity Card holder is discontinued forthwith.

4. So far as the hand delivery of the licences/scrips is concerned, it is totally discouraged as it amounts to trade coming to this office. However, in exceptional cases where goods have already arrived, they should submit a written request with documentary proof. The same would be examined in file at the level of Joint DGFT and the licence/scrip would be hand delivered through PRO only, based on the urgency of the applicant.

5. Any exporter or importer who wants to draw the attention of this office regarding their pending cases, they should send an e-mail to this office ([hyderabad-dgft@nic.in](mailto:hyderabad-dgft@nic.in)) with an attention to Joint DGFT, which will be replied within 2 working days. Trade is requested to use email facility extensively so that visits to this office is avoided.

  
(S.B.S. REDDY)  
Joint Director General of Foreign Trade

To

To all concerned.  
Notice board