



GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE  
OFFICE OF THE ZONAL JT. DIRECTOR GENERAL OF FOREIGN TRADE  
4<sup>TH</sup> FLOOR SHASTRI BHAWAN(ANNEXE) CHENNAI.600006

Trade Notice 3 /2016

20 .6.2016

Subject: Weekly Open House in terms of DGFT Trade Notice No. 22/2015 dt. 31.3.16 and Trade Notice No. 2/2016 dt. 4.4.2016

In terms of the DGFT Headquarters Trade Notice No. 22/2015 dated 31.3.2016, and Zonal Addl.DGFT Chennai Trade Notice No. 2/2016 dated 4.4.2016, the weekly Open House in the Office of Zonal Addl.DGFT, Chennai is being held every Wednesday between 2.30 p.m. and 3.30 p.m. in the Conference Hall, 4<sup>th</sup> Floor, Shastri Bhawan Annexe, Haddows Road, Chennai 600006.

In partial modification of the above procedure , it has been ~~directed~~ <sup>decided</sup> to hold the weekly Open House subject-wise for a better focus on effective grievance redressal. Therefore, it is informed to all applicants who wish to participate in the said Open House, that on the 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Wednesdays (if any), in a month, issues relating to Chapter – 3 and EDI shall be taken up and on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, issues related to Chapter 4,5 and 7 shall be taken up for discussion.

Applicants who wish to participate in the Open House Meetings may make note of the above changes and send complete details of pending issues along with names of participants and their designation/position in the applicant firm to the following email address latest by the preceeding Monday. The requests received after 5 p.m. on the preceeding Monday will be listed only for the next open house.

Contact Email ID: [chennai-dgft@nic.in](mailto:chennai-dgft@nic.in)

(S.K.Samal)

Zonal Addl.DGFT

Copy to:

All officers

PRO

Mrs. N. Maya Devi, Technical Director, NIC  
Console Operator (For uploading on website) ✓  
Notice Board

(Issued from F.No. Misc/169/2016/Admn./Chen)