

LIST OF SUBJECTS

I TRADE COMMISSIONER

1. Establishment matters relating to Commercial Sections in Indian Missions\Posts abroad, viz.
 - i) Opening of New Commercial offices in Indian Missions/Posts abroad.
 - ii) Creation\Continuance\transfer of posts (India-based as well as local posts).
 - iii) Revision and fixation of pay of the locally recruited staff and terms and conditions of service etc.
 - iv) Review of staff position in all Commercial Sections abroad in consultation with concerned territorial sections at Hqrs.
 - v) All appointments\transfers of officers and staff etc. (Diplomatic and Non-Diplomatic).
 - vi) Communication of transfer, medical examination, booking of air and sea passages, sanction for the advances, i.e. Pay, T.A. Outfit\Special Outfit allowance, renewal of Outfit allowance, transfer grants etc.
 - vii) Issue of Transfer terms, grant of leave etc.
 - viii) Release of foreign exchange/export permit for jewellery etc. in connection with transfer of officers and staff to Indian Missions/posts abroad in Commercial Sections. Issue of instructions to Indian Customs to show courtesy to officers and staff returning to India on transfer.
 - ix) Settlement of passage bills received from Air\Shipping Companies.
 - x) Orders relating to assumption/ relinquishment of charge of officers and staff and regularisation intervening period etc.
 - xi) Grant of Home Leave\Home leave fare\Emergency passages etc.
2. Renting of residence of officers and staff and office residences.
3. Purchase of office equipments, furniture, carpet, crockery cutlery for Representational\Non-Representational officers.
4. Grant of Car\Scooter\Cycle advances to Officers and Staff.
5. Purchase of staff car for official use abroad and reimbursement of transportation cost of personal cars purchased by Officers in Missions abroad.
6. Budget estimates-preparation of budget, audit objections such as audit reports and audit paras, remittance of funds – House building advance – Delegation of financial powers – Cash accounts and preparation of brief for Estimates Committee, Public Accounts Committee etc.

7. Preparation and processing of pending references from 'Monthly Status Report' being received from India's Commercial Representatives in Commercial Mission abroad.
8. Maintenance of record of accounting rates for the various currencies and keeping consolidated information of rates of exchange between Indian Rupee and the Foreign Currencies of different countries.
9. Liaison with Commercial Representatives
 - i) General matters relating to Commercial representatives (action will be initiated by the Trade Sections concerned on the specific points on the reports).
 - ii) Manual of Instructions of Commercial representatives abroad
10. AMA Scheme : Examination of medical claims pertaining to Officers and Staff.

II TECHNICAL ASSISTANCE

11. Deputation of officers\Executives for courses organised by the Govt. of India and other countries.
12. All training programmes abroad and providing Secretarial assistance to the Selection Committee of the Department of Commerce.
13. Maintenance of Control Register in respect of Officers of the Department of Commerce and its subordinate organisations going abroad on training.