

### **LIST OF SUBJECTS HANDLED (EPL-I)**

1. Dissemination of information of Foreign Trade Statistics.
2. Press Note on India's Foreign Trade.
3. Monitoring /Review of Export Performance.
4. Updating of Trade related data on Ministry's Website.
5. Preparation of Monthly D.O. letter to Cabinet Secretary from Commerce Secretary.
6. Preparation of Monthly Summary for Cabinet.
7. Analysis of Reports commissioned by Ministry of Commerce under MAI Scheme.
8. Concept paper/note on specific issues needed to enhance India's Export Performance.
9. Status on Trade Performance as per need of CIM, MOS (C&I) and Commerce Secretary.
10. Co-ordination work pertaining to inputs for Economic Survey.
11. Formulation of Results Framework Document of DOC and its review and submitted to Secretary, Performance Management, Cabinet Secretariat.
12. Supply of updated inputs for inclusion in "Reference India" in Publication of Ministry of Information & Broadcasting.
13. Inputs for Mid-Year/Year End Review of DEA.
14. Preparation of material for chapters relating to EPL Section for the Annual Administrative Report of the Department of Commerce.
15. Supply of inputs for brief/speeches/talking points/messages for CIM, MOS(C&I) and Commerce Secretary.
16. Miscellaneous: Any other work that may be specifically assigned.

### **LIST OF SUBJECTS HANDLED (EPL-II)**

1. Five Year Plans – Approach, Formulation and Review.
2. Preparation of Annual Report.
3. Strategic Plan of Department of Commerce.
4. Strategy Paper of Department of Commerce.
5. Selected Macro Economic Indicators of Indian Economy and World Economy.
6. Working Group on Boosting Manufacturing Exports.
7. Report to CIM on major trade issues.
8. Review of User Charges.
9. Sectoral studies on exports.
10. Advice on economic aspects of Globalization and WTO issues.
11. Review of Internal and Extra Budgetary Resources (IEBR).