
CHANNEL OF SUBMISSION
&
FINAL LEVEL OF DISPOSAL
OF CASES

MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
O&M SECTION

MAY, 2009

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
1.	<u>Anti-Dumping</u>		
1)	Policy matters and legal issues	AS/ Designated Authority	SO* or IO or CO/ Advisor(Cost)/ JS
2)	VIP references.	Minister	IO/ JS/ AS
3)	Parliament Questions:- (i) Starred; (ii) Unstarred.	Minister MoS	IO/ JS/ AS/ Secretary IO/ JS
4)	Other parliamentary references.	AS/ Designated Authority	SO*/ Advisor(Cost)/ JS
5)	All administrative matters of DGAD.	AS/ Designated Authority	SO*/ Advisor (Cost)/ JS
6)	Misc. representations from Industry/ other divisions of DoC.	AS/ Designated Authority	SO*/ Advisor (Cost)/ JS
7)	Monthly returns.	JS	SO*/ Advisor (Cost)
2.	<u>Budget & Accounts</u>		
1)	Proposals for Revised Estimates and Budget Estimates for Headquarter and various field offices.	Secretary	AD/ CCA/ AS&FA
2)	Proposals for Appropriation Accounts for Grant.	AS&FA	AD/ CCA
3)	Re-appropriation of funds	AS&FA	AD/ CCA
4)	Proposals for Supplementary Demands for Grant.	AS&FA	AD/ CCA
5)	Co-ordination of audit objections received from various audit offices (internal audit reports and inspection reports).	CCA	AD
6)	Control over expenditure under Grant.	CCA	AD
7)	Fixation of final Grants under demands and issue of audit orders regularising the Grants.	AS&FA	AD/ CCA
8)	Submission of monthly, quarterly reports on expenditure, allowances, etc. to Department of Expenditure (Pay & Research Units).	CCA	AD
9)	Opening of new sub-heads and detailed heads.	AS&FA	AD/ CCA
10)	Annual plan co-ordination.	AS&FA	AD/ CCA
11)	Matters connected with Parliamentary Standing Committee.	Secretary	AD/ CCA/ AS&FA
12)	Budgetary matters.	AS&FA/ M/o Finance	US*/ CCA
3.	<u>Cash I</u>		
1)	Preparation of monthly salary bills.	US	SO*
2)	Preparation of supplementary bills.	US	SO*

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3)	Preparation of O.T.A. bills.	US	SO*
4)	Advances - L.T.C./ Festival Advance/ TA/ Contingencies.	US	SO*
5)	Advances - House Building advance/ Car Advance/ GPF Advance/withdrawal, Scooter advance etc.	Secretary/ JS/ Dir**	SO*/ US*/ Dir**/ JS
4.	<u>Cash II</u>		
1)	Preparation of all monthly pay bills including leave salary/ advance of pay and all correspondence relating thereto in respect of PAs/ Steno'D'/ UDCs/ LDCs/ SCDs/ Misc. staff and Group 'D' staff, etc.	US	SO*
2)	Preparation of supplementary bills of pay and allowances/ bills of O.T.A./ medical reimbursement/ GPF/ advances (HBA/ MCA/ SA/ comp./ festival) in respect of PAs/ Steno'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
3)	Calculations of income tax and preparation of Form No.16/16A (TDS certificates) and calculations and preparations of GPF annual statements.	US	SO*
4)	Deductions of licence fees – correspondence with Directorate of Estates in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
5)	Deductions under Employees Group Insurance Schemes – verification and misc. Correspondence relating thereto.	US	SO*
6)	Preparation of claim bills for reimbursement of tuition fees in respect of children of Central Government Servants in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
7)	Yearly calculations of GPF calculations and transfers of such accumulations in respect of employees transferred from the Department and all misc. Correspondence relating thereto in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
8)	Sanction of LTC/ Festival/ Cycle Advances in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
9)	Adjustment/ claim bills of TA/ LTC in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*

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10)	Calculations of amounts and preparation of bills of GPF accumulations/ GIs/ DCRG/ Commutation of Pension, etc. and supplementary bills relating thereto in respect of retiring/ resigning Central Government servants.	US	SO*
11)	Preparation of various types of contingency bills under office expenses/ professional and specialised services/ printing/ publications/ wages/ other administrative expenses (HRD)/ other charges.	US	SO*
12)	Preparation of bills of grants-in-aid in respect of various organisations.	US	SO*
13)	Processing of sanctions of GPF advances and withdrawals in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	Dir**	SO*/ US*
14)	Sanction of scooter/ house building/ motor cars and computer advances in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	JS(Admn) (HoD)	SO*/ US*/ Dir**
15)	Sanction of advances to non-entitled applicants for purchase of motor car/ computer (relaxation cases) in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	Secretary	SO*/ US*/ Dir**/ JS
16)	Maintenance of GPF accounts in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
17)	Maintenance of Expenditure Control registers and reconciliation of expenditure figures with the figures compiled by CPAO.	US	SO*
18)	Settlement of audit objections.	Dir**	SO*/ US*
19)	Missing credits of GPF in respect of PAs/ Steno 'D'/ UDCs/ LDCs/ SCDs/ Misc. Staff and Group 'D' staff, etc.	US	SO*
20)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ US*/ Dir**/ JS/ Secretary SO*/ US*/ Dir**/ JS

5.	<u>Economic & Social Commission for Asia & Pacific</u>		
1)	Policy issues relating to ESCAP projects &	Secretary	SO*/ Dir**/ JS

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	programmes.		
2)	Minister's statement for ESCAP's Ministerial Conferences.	Minister	SO*/ Dir**/ JS/ Secretary
3)	Preparation of country statements for the annual sessions of ESCAP.	Secretary	SO*/ Dir**/ JS
4)	Preparation of material for ESCAP Committee's meetings, etc.	JS	SO*/ Dir**
5)	Coordination of matters relating to nominations from various ministries for participation in ESCAP meeting, seminars, workshops, training programmes and symposia.	Secretary	SO*/ Dir**/ JS
6)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS
7)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ Dir**/ JS/ Secretary SO*/ Dir**/ JS
6.	<u>Establishment - I</u>		
1)	Establishment cases of Gazetted Officers other than members of CSCS, CSSS of the Department, its attached offices and other than the work looked after by E-IV, involving references to and from:- (i) UPSC; (ii) Committee of the Cabinet; (iii) Department of Personnel & Training and Cabinet Secretariat; (iv) Departmental Promotion Committee.	JS Minister Secretary Minister/ Secretary	SO*/ Dir** SO*/ Dir**/JS/ Secretary SO*/ Dir**/JS SO*/ Dir**/JS
2)	All establishment matters relating to Gazetted officers of Department of Commerce.	JS	SO*/ Dir**
3)	Framing of recruitment rules in respect of Gazetted officers.	Minister/ Secretary/ JS	SO*/ Dir**
4)	Maintenance of Communal Roster for Gazetted posts in the Department of Commerce.	Dir**	SO*
5)	Allocation of work amongst officers in the Department of Commerce.	Secretary/ JS	SO*/ Dir**
6)	Fixation of pay of Group 'A' officers involving issues of special sanction.	JS	SO*/ Dir**
7)	Residual work of the erstwhile Tariff Commission.	JS	SO*/ Dir**
8)	Misc. establishment matters in respect of Gazetted officers of the Department, viz. grant of leave, forwarding of applications to UPSC, etc., verification of character and antecedents, medical examination	Dir**	SO*

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	of officers appointed through UPSC.		
9)	References relating to Home Town declaration in respect of Gazetted officers in the Department.	JS	SO*/ Dir**
10)	Work relating to Indian Economic Service/ Indian Statistical Service.	Dir**	SO*
11)	Work relating to Group Insurance Scheme for Central Government Employees (for Gazetted officers).	Dir**	SO*
12)	Working relating to maintenance of service records, fixation of pay and grant of leave to all Gazetted officers.	Dir**	SO*
13)	Verification of service of Gazetted officers.	Dir**	SO*
7.	<u>Establishment - II</u>		
1)	All matters relating to appointment of following categories of Stenographers:- (i) Senior Principal Private Secretary; (ii) Principal Private Secretary; (iii) Grade 'A' & 'B' merged Stenographers (Private Secretary); (iv) Grade 'C' Stenographer (PA) – Appointment, Confirmation & Promotion; (v) Grade 'D' Stenographer – Appointment, Confirmation & Promotion.	Minister Minister Secretary JS Dir**	SO*/ US*/ Dir**/ JS/ Secretary SO*/ US*/ Dir**/ JS/ Secretary SO*/ US*/ Dir**/ JS SO*/ US*/ Dir**/ JS SO*/ US*
2)	All matters relating to Assistants – Appointment, Confirmation & Promotion.	JS	SO*/ US*/ Dir**
3)	All matters relating to UDCs – Appointment, Confirmation & Promotion.	Dir**	SO*/ US*
4)	All matters relating to LDCs – Appointment, Confirmation & Promotion.	Dir**	SO*/ US*
5)	All matters relating to Investigators – Appointment, Confirmation & Promotion.	Dir**	SO*/ US*
6)	All matters relating to:- (i) Junior Hindi Translators – Appointment, Confirmation & Promotion; (ii) Senior Hindi Translators – Appointment, Confirmation & Promotion.	Dir** JS	SO*/ US* SO*/ US*/ Dir**
7)	All matters relating to Senior Accountants.	JS	SO*/ US*/ Dir**
8)	All matters relating to Staff Car Drivers –	Dir**	SO*/ US*

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	Appointment, Confirmation & Promotion.		
9)	All matters relating to Technical Assistants – Appointment, Confirmation & Promotion.	JS	SO*/ US*/ Dir**
10)	All matters relating to Documentation Assistants – Appointment, Confirmation & Promotion.	Dir**	SO*/ US*
11)	All matters relating to Non-SAS-Accountants - Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
12)	All matters relating to Confidential Assistants – Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
13)	All matters relating to Computists – Appointment, Confirmation & Promotion.	Dir**	SO*/ US*
14)	All matters relating to Record Keepers – Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
15)	All matters relating to Watchers – Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
16)	All matters relating to Cashiers – Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
17)	All matters relating to Despatch Riders – Appointment, Confirmation and Promotion.	Dir**	SO*/ US*
18)	Recruitment Rules of Investigator/ Documentation Assistant/ Confidential Assistant/ Non-SAS-Assistant/ Computist/ Watcher.	JS	SO*/ US*/ Dir**
19)	Recruitment Rules of Senior Accountant.	Secretary	SO*/ US*/ Dir**/ JS
20)	Recruitment Rules of Technical Assistant.	Secretary	SO*/ US*/ Dir**/ JS
21)	Posting and transfers of Non-Gazetted staff excluding Group 'D' staff.	Dir**	SO*/ US*
22)	DPC for Group 'C' posts.	Dir**	SO*/ US*
23)	DPC for Group 'B' posts (Non-Gazetted staff).	JS	SO*/ US*/ Dir**
24)	Maintenance of post based roster for non-gazetted posts in the Department of Commerce.	US	SO*
25)	Miscellaneous establishment matters in respect of non-gazetted staff – forwarding of applications to UPSC/ SSC, verification of character and antecedents and medical examinations, etc.	US	SO*

26)	References relating to change in home town declaration in respect of non-gazetted staff in the Department proper:-		
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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	(i) Group 'C' posts; (ii) Group 'B' posts (non-gazetted).	Dir** JS	SO*/ US* SO*/ US*/ Dir**
27)	Issue of administrative sanctions in respect of the Central Government Employees Insurance Scheme in respect of deceased/ retiring officers.	US	SO*
28)	Work relating to Group Insurance Scheme for Central Government Employees (for non-gazetted employees excluding Group 'D' employees).	US	SO*
29)	All pension cases except Group 'D' staff.	JS	SO*/ US*/ Dir**
30)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ US*/ Dir**/ JS/ Secretary SO*/ US*/ Dir**/ JS
8.	<u>Establishment - III</u>		
1)	Creation/ abolition of posts.	Minister	SO*/ US/ Dir**/ JS/ Secretary
2)	Continuation of temporary posts.	JS	SO*/ US/ Dir**
3)	Upgradation/ downgradation of posts.	JS	SO*/ US/ Dir**
4)	Annual Direct Recruitment Plan Meeting.	Secretary	SO*/ US/ Dir**/ JS
5)	All appointment related matters of Group 'D' employees viz. medical examination and verification of character and antecedents..	Dir**	SO*/ US
6)	All service matters relating to Group 'D' employees, viz. verification of services, maintenance of Service Books and attestation of entries therein, posting/ transfer, grant of increments, grant of leave, promotion, etc.	US	SO*
7)	Preparation of pension papers of Group 'D' staff including sanctions for the amount payable under Central Government Employees Insurance Scheme (CGEIS) in respect of deceased/ retiring Group 'D' staff.	US	SO*
8)	Disciplinary actions against Group 'D' staff.	Dir**	SO*/ US
9)	Issue of CGHS cards to all the employees and all related matters.	SO*	---
10)	Issuance of No Objection Certificate to the employee on transfer/ retirement.	SO*	---
11)	All reservation matters regarding SCs/ STs/ OBCs	Dir**	SO*/ US

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	and persons with disabilities, etc.		
12)	Maintenance of SC/ ST reservation rosters relating to Group 'D' staff.	Dir**	SO*/ US
13)	Appointment/ renewal of authorised medical attendants for the employees of DoC.	JS	SO*/ US/ Dir**
14)	Convening Departmental Council Meetings, preparation of agenda points, ATRs and issue of minutes.	Secretary	SO*/ US/ Dir**/ JS
15)	Issue of invitation cards to the senior officers of this Department on the eve of Republic Day and Independence Day ceremony.	Dir**	SO*/ US
16)	Grant of permission for taking medical treatment from CGHS recognised hospitals.	Dir**	SO*/ US
17)	Grant of permission for taking treatment at CGHS recognised labs on the recommendation of Government hospital.	US	SO*
18)	Reimbursement of medical claims, credit facility, medical advance, etc. to all the employees.	JS	SO*/ US/ Dir**
19)	Issue of circulars, etc.	US	SO*
20)	Unstarred Parliament question regarding SC/ ST/ OBC matters.	MoS	SO*/ US/ Dir**/ JS
21)	Starred Parliament question regarding SC/ ST/ OBC matters.	Minister	SO*/ US/ Dir**/ JS/ Secretary
9.	<u>Establishment - IV</u>		
1)	All appointments to the Joint Secretary/ Director/ Deputy Secretary level posts in the organisations/ offices under the administrative control of the Department which are filled through the mechanism of Central Staffing Scheme.	Minister	US*/ Dir**/ JS
2)	Appointments in any organisation under the Department to the post carrying a pay scale of Rs.18400-22400/- (pre-revised) and above and the posts of CMD of any organisation irrespective of its pay scale through the mechanism of Search Committee/ the Appointments Committee of the Cabinet(ACC).	Minister	US*/ Dir**/ JS
3)	Appointment of functional Directors including CMD in the PSUs under the Department which are filled through the route of PSEB/ ACC.	Minister	US*/ Dir**/ JS
4)	Matters relating to extension/ additional charge arrangement of the posts mentioned at Sl.No.1-3 above.	Minister	US*/ Dir**/ JS

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**CHANNEL OF SUBMISSION & LEVEL OF FINAL DISPOSAL FOR
VARIOUS TYPES OF CASES IN THE DEPARTMENT OF COMMERCE**

2009

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
5)	Monitoring of vacancy position of the above categories of posts and the required follow up action thereon.	Dir**	US*
10. <u>Export & Marketing Development Assistance</u>			
1)	Marketing Development Assistance and related policy matters.	Secretary	SO*/ Dir**/ JS/ AS&FA
2)	Budget of MDA and EPCs.	AS&FA	SO*/ Dir**/ JS
3)	MDA Action Plan Meetings with EPCs/ grantee institutions.	AS&FA	SO*/ Dir**/ JS
4)	Proposals for MDA assistance to individual exporting firms received from FIEO/ EPCs/ Boards/ Authorities.	AS&FA	SO*/ Dir**/ JS
5)	Requests from trade associations and other institutions for according "Approved Organisation Status" under MDA code.	Secretary	SO*/ Dir**/ JS/ AS&FA
6)	Reimbursement claims and final payments of grants-in-aid to EPCs, etc.	JS	SO*/ Dir**
7)	Policy matters relating to Export Promotion Councils.	Minister	SO*/ Dir**/ JS/ AS&FA/ Secretary
8)	Matters relating to ECGC	Secretary	SO*/ Dir**/ JS
9)	Settlement of claims and grievances of exporters relating to ECGC.	JS	SO*/ Dir**
10)	Review of Memorandum of Understanding with ECGC.	Secretary	SO*/ Dir**/ JS
11)	Laying of annual report of ECGC & FIEO in Parliament.	Minister/ MoS	SO*/ Dir**/ JS/ AS&FA/ Secretary
12)	Requests for assistance for brand promotion from India Brand Equity Fund (IBEF) to exporters.	Committee of IBEF Trust	SO*/ Dir**/ JS/ AS&FA
13)	Audit paras.	AS&FA	SO*/ Dir**/ JS
14)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ Dir**/ JS/ AS&FA/ Secretary SO*/ Dir**/ JS
15)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS/ AS&FA

11. <u>Export Inspection</u>			
1)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS
2)	Parliament Questions:-		

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	(i) Starred;	Minister	SO*/ Dir**/ JS/ Secretary
	(ii) Unstarred.	MoS	SO*/ Dir**/ JS
3)	Administrative work and other matters relating to EIC.	JS	SO*/ Dir**
4)	Investigation of complaints received from exporters (foreign countries through our High Commissions/ Embassies regarding export of sub-standard material).	JS	SO*/ Dir**
5)	All matters relating to enforcement of the Export (Quality Control and Inspection) Act, 1963, including processing of applications for the recognition of private inspection agencies under Section 7 of the Act.	JS	SO*/ Dir**/ JS
6)	Co-ordination work relating to introduction of compulsory quality control and pre-shipment inspection in consultation with commodity sections. Where necessary, work relating to individual commodities will, however, be done by the commodity sections concerned in consultation with export inspection section.	JS	SO*/ Dir**
7)	Examination of the observations made by the Committee on the Subordinate Legislation on the Rules laid on the Table of the Houses.	Minister	SO*/ Dir**/ JS/ Secretary
8)	Laying of annual report/ audited accounts of EIC/ EIAs on the Table of both the Houses of Parliament.	Minister/ MoS	SO*/ Dir**/ JS/ Secretary
9)	RTI application.	Dir**	SO*/ Dir**
12.	<u>Export Oriented Units</u>		
1)	Formulation/ Amendment of Foreign Trade Policy(FTP) (Chapter 6) and Hand Book of Procedure (Chapter 6).	Minister	SO*/ US/ Dir**/ JS/ AS/ Secretary
2)	Clarifications/ interpretation relating to FTP.	AS	SO*/ US/ Dir**/ JS
3)	Customs/ Excise matters.	JS	SO*/ US/ Dir**
4)	BOA meetings for EOUs:- - Issue of notice; - Preparation of Agenda; - Approval of minutes.	Dir** AS Secretary	SO*/ US SO*/ US/ Dir** SO*/ US/ Dir**/ JS/ AS
5)	Formulation on policy on export obligation.	Secretary	SO*/ US/ Dir**/ JS/ AS
6)	Compilation of data on EOUs.	US	SO*

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
7)	Parliament Questions:- (i) Starred Question; (ii) Unstarred Question.	Minister MoS	SO*/ US/ Dir**/ JS/ AS/ Secretary SO*/ US/ Dir**/ JS
8)	Audit by CAG:- - Co-ordination of audit objections of internal and local audit reports; - Reply to CAG audit paras; - Reply to Public Accounts Committee's audit paras.	Dir** Secretary Secretary	SO*/ US US/ Dir**/ JS/ AS US/ Dir**/ JS/ AS
9)	VIP references.	Minister/ MoS	US/ Dir**/ JS/ AS
10)	RTI matter.	Dir**	SO*/ US
11)	Release of funds to DCs of SEZs for reimbursement of CST, etc.	AS&FA	SO*/ US/ Dir**/ JS/ B&A Div./ Fin. Div.
13.	<u>Export Planning</u>		
1)	Foreign trade statistics - monthly press release.	Minister	SO*/ DD/ AEA/ EA/ Secretary
2)	Export targets & review of export performance against targets.	Minister	SO*/ DD/ AEA/ EA/ Secretary
3)	Monthly D.O. to the Cabinet Secretary & monthly summary.	Secretary	SO*/ DD/ AEA/ EA
4)	SDDS data base of IMF.	EA	SO*/ DD/ AEA
5)	Issues relating to methodology for compilation of trade data.	EA	SO*/ DD/ AEA
6)	Research studies on areas of topical interest. In house research and preparation of papers, notes on specific economic issues.	EA	SO*/ DD/ AEA
7)	Co-ordination work relating to President's Address, FM's Budget speech, Economic Survey, etc.	EA	SO*/ DD/ AEA
8)	Examination of international reports, papers, economic issues referred to by other divisions.	EA	SO*/ DD/ AEA
9)	Preparation of Annual Report.	Secretary	EO*/ DD/ AEA/ EA
10)	Preparation of Outcome Budget	Minister	AD/ AEA/ EA/ AS&FA/ Secretary

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
11)	Five Year Plan proposals and mid-term review – Coord.	Secretary	DD/ AEA/ EA/ AS&FA
12)	Annual Plan proposals.	Secretary	DD/ AEA/ EA/ AS&FA
13)	Half yearly review of Annual Plan.	Secretary	DD/ AEA/ EA/ AS&FA
14)	Inputs for speeches/ discussions, etc. for Minister..	Secretary	DD/ AEA/ EA/ AS&FA
15)	Key economic indicators of the world economy/ global outlook and selected regions/ countries.	AS&FA/ EA	EO*/ DD/ AEA
16)	Key macro economic indicators of the Indian economy.	AS&FA/ EA	EO*/ DD/ AEA
17)	Examination of reports/ papers and economic issues referred by other Divisions.	EA	EO*/ DD/ AEA
18)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ DD/ AEA/ EA/ Secretary SO*/ DD/ AEA/ EA
14.	<u>Export Promotion (Agriculture)</u>		
1)	Preparation of Notes for Cabinet & CCEA.	Minister	SO*/ Dir**./ JS/ Secretary
2)	Preparation of Notes for COS.	Minister	SO*/ Dir**/ JS/ Secretary
3)	Import-Export Policy on Agriculture - Amendment.	Minister/ MoS	SO*/ Dir**/ JS/ Secretary
4)	Administrative matters relating to Committees/ Boards/ Councils:- (i) Appointment of Chief Executive; (ii) Appointment of Group 'A' Officers; (iii) Sanction of posts; (iv) Sanction of budget.	Minister Minister Secretary JS	SO*/ Dir**/ JS/ Secretary SO*/ Dir**/ JS Secretary SO*/ Dir**/ JS SO*/ Dir**
5)	Constitution/ reconstitution of Board/ Authority.	Minister	SO*/ Dir**/ JS Secretary
6)	Examination of Rules/ Regulations in respect of Board/ Authority.	Minister	SO*/ Dir**/ JS/ Secretary
7)	All matters relating to Committees/ Boards/ Authorities/ Councils other than those listed in items 4, 5 & 6 above.	JS	SO*/ Dir**

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
8)	Policy matters and production/ regulation of FCV tobacco – fixation of penalties and MSP.	Minister	SO*/ Dir**/ JS/ Secretary
9)	Participation in fairs & exhibitions abroad.	Minister	SO*/ Dir**/ JS/ Secretary
10)	Export promotion measures.	JS	SO*/ Dir**
11)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS
12)	Parliament Questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ Dir**/ JS/ Secretary SO*/ Dir**/ JS
15.	<u>Export Promotion(Chemicals & Allied Products)</u>		
1)	Release of Grants-in-aid on the projects already approved by MDA Committee.	JS	SO*/ US*/ Dir**
2)	Proposal for participation of EPCs in international exhibitions/ fairs.	JS	SO*/ US*/ Dir**/ JS
3)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	US*/ Dir**/ JS/ Secretary US**/ Dir**/ JS
4)	VIP references.	Minister/ MoS	US*/ Dir**/ JS/ Secretary
5)	Major issues concerning exporters.	JS	SO*/ US*/ Dir**
6)	Export performance review of EPCs.	JS	SO*/ US*/ Dir**
7)	Nomination of representatives of the Department to Committees formed by other Departments.	Secretary	SO*/ US*/ Dir**/ JS
8)	Anti-subsidy cases.	Secretary	SO*/ US*/ Dir**/ JS
16.	<u>Export Promotion (Electronics & Computer Software)</u>		
1)	Recommendations for framing/ amending Foreign Trade Policies in respect of electronics and computer software goods.	JS	US/ Dir**
2)	Budget proposals for inclusion in Union Budget in respect of electronics & computer software sector.	JS	US/ Dir**
3)	Release of grants-in-aid on the projects already approved by MDA/ MAI Committee.	JS	US/ Dir**
4)	Participation of EPCs in fairs and exhibitions both in India and abroad.	JS	US/ Dir**
5)	VIP references.	Minister/ MoS	US/ Dir**/ JS

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
6)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	US/ Dir**/ JS/ Secretary US/ Dir**/ JS
7)	Formulation and monitoring of annual action plans.	JS	US/ Dir**
8)	Export promotion measures.	Dir**	US
9)	Analysis of export data on electronics & computer software sector.	JS	US/ Dir**
10)	Cases pertaining to RTI Act.	Dir**	US
11)	STPI/ IMSC Meetings, Working Committees of ESC's meetings, etc.	Dir**	US
12)	Audit paras relating to ESC.	Dir**	US
13)	Furnishing of various reports/ returns to other Divisions in DoC.	US	---
17.	<u>Export Promotion (Engineering)</u>		
1)	Scrutiny and examination of budget of EEPC.	JS	SO*/ Dir**
2)	All matters relating to the conducting of the elections of the working committees of EEPC and other related matters.	JS	SO*/ Dir**
3)	Release of MDA grants to EEPC.	JS	SO*/ Dir**
4)	Processing of proposals for sending trade delegations, sales-cum-study teams and participation in exhibitions and trade fairs.	JS	SO*/ Dir**
5)	Examination and follow-up action on the report of the trade delegations, study teams, etc.	JS	SO*/ Dir**
6)	Anti-dumping and anti-subsidy cases relating to engineering items.	JS	SO*/ Dir**
7)	Appointment of law firm for contesting anti-subsidy cases abroad.	Minister	SO*/ Dir**/ JS/ Secretary
8)	Audit paras.	JS	SO*/ Dir**
9)	Finalisation of export targets.	JS	SO*/ Dir**
10)	Discussions with EEPC panels on different product groups with a view to identifying the constraints on exports and suggesting remedial action.	JS	SO*/ Dir**
11)	Court cases.	JS	SO*/ Dir**
12)	Release of grants to EAN India.	JS	SO*/ Dir**
13)	Inputs for Foreign Trade policy.	JS	SO*/ Dir**
14)	Parliament questions:- (i) Starred;	Minister	SO*/ Dir**/ JS/ Secretary

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	(ii) Unstarred.	MoS	SO*/ Dir**/ JS
15)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS
16)	Laying of annual reports of EEPD in the Parliament.	Minister/ MoS	SO*/ Dir**/ JS
17)	Sending information for Joint Commission Meetings in respect of engineering sector.	Dir**	SO*
18.	<u>Export Promotion (Gems & Jewellery)</u>		
1)	Policy matters.	Minister	SO/ US/ Dir**/ AS/ Secretary
2)	Matters relating to interpretation of various policy provisions.	Secretary	SO/ US/ Dir**/ AS
3)	Administrative matters of M/s Hindustan Diamond Company Limited(Mumbai)/ Indian Diamond Institute(Surat)/ Gem and Jewellery Export Promotion Council(Mumbai).	Secretary However, if any matter involves amendment in the constitution or governing body, approval of Minister is taken.	SO/ US/ Dir**/ AS
4)	Budget proposals for inclusion in the Union Budget.	Secretary	SO/ US/ Dir**/ AS
5)	Preparation of calendar of exhibitions to be organised/ participated by Government nominated agency, viz. GJEPC/ MMTC/ HHEC.	AS	SO/ US/ Dir**
6)	Audit paras/ Committee on Public Undertakings (COPU) matters.	Secretary	SO/ US/ Dir**/ AS
7)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO/ US/ Dir**/ AS SO/ US/ Dir**/ AS
8)	VIP references.	Minister/ MoS	SO/ US/ Dir**/ AS

19.	<u>Export Promotion (Leather & Sports Goods)</u>		
1)	Framing new Foreign Trade policies and amending the same in respect of leather and sports goods.	JS	SO*/ US*/ Dir**
2)	Suggesting changes in the Customs duty/ ancillary duties, etc. in respect of leather and sports goods.	JS	SO*/ US*/ Dir**
3)	Release of grant in aid on the projects already approved by MDA Committee.	US*	SO*

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
4)	Participation of EPCs in fairs and exhibitions both in India and abroad.	JS	SO*/ US*/ Dir**
5)	De-reservation of items - leather and sports goods.	Minister	SO*/ US*/ Dir**/ JS/ Secretary
6)	VIP references.	Minister/ MoS	US*/ Dir**/ JS
7)	Parliament Questions:- (i) Starred; (ii) Unstarred.	Minister MoS	Dir**/ JS/ Secretary Dir**/ JS
8)	Export Promotion Measures.	JS	SO*/ US*/ Dir**
9)	Analysis of export data on leather and sports goods.	JS	SO*/ US*/ Dir**
10)	Court cases.	JS	US*/ Dir**
11)	Nominations of members to COA of leather and sports goods EPCs/ FDDI.	Minister	SO*/ US*/ Dir**/ JS/ Secretary
12)	Examination of cases for promoting consortium approach for SSI units for export promotion efforts abroad.	JS	SO*/ US*/ Dir**
20. <u>Export Promotion (Marine Products)</u>			
1)	Preparation of note for Cabinet.	Minister	DO*/ DS**/ JS/ Secretary
2)	Preparation of note for COS.	Minister/ Secretary depending on the nature of proposal. Import policy matter to be disposed of at the level of C&IM.	DO*/ DS**/ JS/ Secretary
3)	Export policy related matters.	Minister	DO*/ DS**/ JS/ Secretary
4)	Visit abroad of Chairman of MPEDA.	Minister	DO*/ DS**/ JS/ FA/ Secretary
5)	Visit abroad in respect of the officers of MPEDA (excluding those who are required to participate in fairs/ exhibitions abroad).	Secretary	DO*/ DS**/ JS/ FA
6)	Amendment in MPEDA Act.	Minister	DO*/ DS**/ JS/ Secretary
7)	Constitution of MPEDA.	Minister	DO*/ DS**/ JS/ Secretary
8)	Statistical data.	JS	DO*/ DS**
9)	VIP references.	Minister/ MoS	DO*/ DS**/ JS/

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
			Secretary
10)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	DO*/ DS**/ JS/ Secretary DO*/ DS**/ JS
11)	Quarterly review of performance of MPEDA.	JS	DO*/ DS**
12)	Outcome budget review of MPEDA.	JS	DO*/ DS**
21.	<u>Export Promotion (Overseas Projects & Services)</u>		
1)	Policy matters relating to project exports and services exports including FTP.	Minister	SO*/ DS**/ JS/ Secretary
2)	Problems confronted by exporters of projects and services.	JS	SO*/ DS**
3)	Collection of data regarding services exports & project exports.	JS	SO*/ DS**
4)	RTI matters pertaining to services exports & project exports.	DS**	SO*
5)	Administrative work of PEPC/ SEPC.	JS	SO*/ DS**
6)	Processing of proposals for sending delegations, study teams/ participations in exhibitions and trade fairs by PEPC/ SEPC..	JS	SO*/ DS**
7)	Scrutiny and examination of budget of PEPC/ SEPC and release of MDA/ MAI grants to PEPC & SEPC for undertaking export promotion activities.	JS	SO*/ DS**
8)	Release of MDA grants for undertaking feasibility study, opening of foreign office, market survey and bringing out of brochures for publicity abroad by consultancy organisations.	JS	SO*/ DS**
9)	Examination and follow-up action on the report of the trade delegations, sales-cum-study teams and participation in exhibitions and trade fairs.	JS	SO*/ DS**
10)	Assisting territorial divisions in finalising trade plans, holding the trade talks and meeting of joint commissions, etc. in so far as export of projects and services are concerned.	JS	SO*/ DS**
11)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ DS**/ JS/ Secretary SO*/ DS**/ JS
12)	VIP references.	Minister/ MoS	SO*/ DS**/ JS
22.	<u>Export Promotion (Textiles)</u>		

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
1)	Parliament Unstarred Question.	MoS	DS**/ JS
2)	Parliament Starred Question.	Minister	DS**/ JS/ Secretary
3)	VIP References.	Minister/ MoS	DS**/ JS/ Secretary
4)	Periodical reports to be submitted to O&M Section.	DS**	SO*
5)	Furnishing of information called by other sections of the Ministry for replies to Parliament Questions, etc.	DS**	SO*
6)	Processing of grievances received from various exporters iro MDA/ MAI grants, etc.	JS	SO*/ DS**
7)	Coordination with the Ministry of Textiles and other Ministries/ Departments.	JS	SO*/ DS**
8)	Acceptance of Project Reports of EPCs (Textiles) sectors	JS	SO*/ DS**
9)	To review Plan Schemes and other programmes of the DoC relating to export promotion in textile sectors.	JS	SO*/ DS**
10)	Processing of the project proposals submitted by EPCs (Textiles) for financial assistance under MDA/ MAI schemes.	JS	SO*/ DS**
11)	Matters relating to release of payment under MDA/ MAI schemes.	JS	SO*/ DS**
23.	<u>Finance Division</u>		
1)	Appraisal of the plan schemes of the Commodity Boards/ Authorities/ Institutions/ Organizations, etc. within the powers of the Ministry/ Department.	EFC under the Chairmanship of Secretary	US*/ Dir**/ AS&FA
2)	Appraisal of the plan schemes of the Commodity Boards/ Authorities/ Institutions/ Organizations, etc. beyond the powers of the Ministry/ Department.	EFC under the Chairmanship of Secretary	US*/ Dir**/ AS&FA/ Secretary
3)	Approval of the plan schemes with an outlay upto Rs.15 crore.	Secretary	US*/ Dir**/ AS&FA
4)	Approval of the plan schemes with an outlay ≥Rs.15 crore and <Rs.75 crore.	Minister	US*/ Dir**/ AS&FA/ Secretary
5)	Approval of the plan schemes with an outlay ≥Rs.75 crore and <Rs.150 crore.	Minister/ M/o Finance	US*/ Dir**/ AS&FA/ Secretary
6)	Approval of the plan schemes with an outlay >Rs.150 crore.	Cabinet/ CCEA	US*/ Dir**/ AS&FA/ Secretary
7)	Proposals for release of funds as per budgetary provisions including release of foreign exchange.	AS&FA	US*/ Dir**
8)	Proposals for creation of posts.	M/o Finance	US*/ Dir**/

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			AS&FA/ Secretary
9)	Audit Paras and related matters.	AS&FA	US*/ Dir**
10)	Expenditure proposals for delegations from abroad.	AS&FA	US*/ Dir**
11)	Investment proposals.	M/o Finance	US*/ Dir**/ AS&FA
12)	Issue of bonds.	M/o Finance	US*/ Dir**/ AS&FA
13)	Contributions to International Organizations (fresh membership).	Minister	US*/ Dir**/ AS&FA/ Secretary
14)	Release of contributions/ membership subscription to International Organizations.	AS&FA	US*/ Dir**
15)	Delegation of financial powers.	Secretary	US*/ Dir**/ AS&FA
16)	Proposals for purchase of staff cars(new).	M/o Finance	US*/ Dir**/ AS&FA
17)	Proposals for purchase of staff cars(replacement).	Secretary	US*/ Dir**/ AS&FA
18)	General service matters such as hiring of cars/ taxis, purchase of inverters, etc.	AS&FA	US*/ Dir**
19)	Engagement of consultants/ lawyers.	Secretary	US*/ Dir**/ AS&FA
20)	Finalization of account of EPCs.	AS&FA	US*/ Dir**
21)	Proposals for release of funds under IBEF	AS&FA	US*/ Dir**
22)	Proposals for opening/ review of Foreign offices.	Minister	US*/ Dir**/ AS&FA/ Secretary
23)	Proposals for signing of MOUs.	Secretary	US*/ Dir**/ AS&FA
24)	Proposals for foreign deputation/ foreign trainings programmes/ participation in the international conferences/ fairs and exhibitions.	Secretary/ Minister/ Screening Committee of Secretaries	US*/ Dir**/ AS&FA
25)	Parliament Questions/ Parliamentary Matters:- i) Starred; ii) Unstarred.	Minister MoS	US*/ Dir**/ AS&FA/ Secretary US*/ Dir**/ AS&FA
26)	Appointment of Chairmen/ Directors of Commodity Boards/ PSUs/ Organizations, etc. – Terms & Conditions.	AS&FA	US*/ Dir**/ AS&FA
27)	Performance Review Meeting of Commodity	AS&FA/ Secretary	US*/ Dir**

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	Boards.		
24.	<u>Foreign & Overseas Investment</u>		
1)	FIPB Meetings:- i) Comments of DoC; ii) Comments for core committee meetings.	JS JS	SO*/ US*/ Dir** SO*/ US*/ Dir**
2)	Parliament questions:- i) Starred; ii) Unstarred.	Minister MoS	US*/ Dir**/ JS/ AS/ Secretary US*/ Dir**/ JS/ AS
3)	VIP references.	Minister/ MoS	US*/ Dir**/ JS/ AS
4)	Comments on proposals on policy issues on overseas investment.	Secretary	SO*/ US*/ Dir**/ JS
5)	Administrative work of EPCEs.	JS	SO*/ US*/ Dir**
6)	Laying of Annual Report.	Minister/ MoS	US*/ Dir**/ JS/ AS
7)	Permission for setting up of branch office in India by foreign companies.	JS	SO*/ US*/ Dir**
8)	Permission for setting up of liaison office in India by foreign companies.	JS	SO*/ US*/ Dir**
9)	Permission for opening up of foreign banks in India & vice-versa.	Secretary	SO*/ US*/ Dir**/ JS
10)	Project approval Board meeting.	JS	SO*/ US*/ Dir**
25.	<u>Foreign Trade (Coordination)</u>		
1)	Work relating to coordination among Foreign Trade sections.	JS	SO*/ US*/ Dir**
2)	General Question of Import Trade Control Policy-Coordination.	Secretary	SO*/ US*/ Dir**/ JS
3)	VIP references.	Minister/ MoS	US*/ Dir**/ JS/ Secretary
4)	Parliament Questions involving coordination between Foreign Trade Sections.	Minister	Dir**/ JS/ Secretary
5)	Other general questions connected with Foreign Trade not specifically allotted to any Foreign Trade Sections.	Minister	Dir**/ JS/ Secretary
6)	All passport and visa recommendations including cases of individuals going abroad and for trade purposes in consultation with the commodity	Secretary	SO*/ US*/ Dir**/ JS

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	sections where necessary.		
7)	References relating to Labour Laws, Labour Conference and other general matters concerning labour – references of general nature.	Secretary	SO*/ US*/ Dir**/ JS
8)	Utilisation of free air passage for inviting foreigners for export promotion of Indian products.	Secretary	SO*/ US*/ Dir**/ JS
9)	Senior Officers' Meetings.	Secretary	SO*/ US*/ Dir**/ JS
10)	Work relating to Appellate Committee.	AS	US*/ Dir**/ JS
26.	<u>Foreign Trade (Minerals & Ores)</u>		
1)	Policy matters in connection with all the Minerals & Ores viz., iron ore, major minerals (other than iron ore) – coal, bauxite, manganese, chrome ore, mica- all forms, granite and other minerals (excluding those mentioned earlier).	Minister	SO*/ Dir**/ AS/ Secretary
2)	Matters related to metals/ materials like non-ferrous metals (alumina/ aluminium)/ copper, steel, pig iron, gold, silver, diamond, industrial raw materials/ salt, etc.	AS	SO*/ Dir**
3)	MMTC Ltd. – Administrative matters/ Court cases.	Secretary	SO*/ Dir**/ AS
4)	Target plan review.	Secretary	SO*/ Dir**/ AS
5)	Infrastructure, freight rate, port charges/ facilities of movement/ mining machinery.	AS	SO*/ Dir**
6)	Trade with foreign countries/ joint ventures/ warehouses abroad.	Minister	SO*/ Dir**/ AS/ Secretary
7)	VIP references from Members of Parliament.	Minister	SO*/ Dir**/ AS/ Secretary
8)	Confirmation of Chairman and full time Directors of MMTC.	Minister	SO*/ Dir**/ AS/ Secretary
9)	Visits of Chairman of MMTC abroad.	Secretary	SO*/ Dir**/ AS
10)	Parliamentary matters like Questions, Motions, Short Notice Questions, etc.	Minister	SO*/ Dir**/ AS/ Secretary
11)	Notes for the Cabinet.	Minister	SO*/ Dir**/ AS/ Secretary
12)	Deputation abroad of officers of Ministry as members of delegations.	Minister	SO*/ Dir**/ AS/ Secretary
13)	Comments on Cabinet notes received from other Ministries.	Minister	SO*/ Dir**/ AS/ Secretary
14)	Performance review meetings on the activities of MMTC.	Secretary	SO*/ Dir**/ AS
15)	Amendment of Memorandum and Articles of Associations of MMTC.	Minister	SO*/ Dir**/ AS/ Secretary

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16)	Proposals of MMTC to invest money or other matters involving financial implications.	Secretary	SO*/ Dir**/ AS
17)	References concerning import/ export policy.	AS	SO*/ Dir**
18)	Budget & Accounts of MMTC.	AS	SO*/ Dir**
19)	Replies to PAC paras/ Audit paras.	AS	SO*/ Dir**
20)	Performance Budget of MMTC.	AS	SO*/ Dir**
21)	Annual Administrative Report of MMTC.	AS	SO*/ Dir**
27.	<u>Foreign Trade (State Trading)</u>		
1)	VIP references from Members of Parliament.	Minister/ MoS	SO*/ Dir**/ AS
2)	Appointment of part-time Directors on the Boards of STC and PEC.	Minister	SO*/ Dir**/ AS/ Secretary
3)	Visits of Chairmen/ Directors of STC/ PEC & STCL abroad.	Secretary	SO*/ Dir**/ AS
4)	Parliamentary matters like questions, motions short-notice questions, etc.	Minister	SO*/ Dir**/ AS/ Secretary
5)	Notes for the Cabinet.	Minister	SO*/ Dir**/ AS/ Secretary
6)	Deputation abroad of officers of Ministry as Members of delegations.	Minister	SO*/ Dir**/ AS/ Secretary
7)	Comments on Cabinet notes received from other Ministries.	Minister	SO*/ Dir**/ AS/ Secretary
8)	Proposals for entering into link deals, parallel deals or other arrangements linking imports with exports.	Secretary	SO*/ Dir**/ AS
9)	Performance review meetings on the activities of STC/ PEC/ STCL.	Secretary	SO*/ Dir**/ AS
10)	Amendment of Memorandum and Articles of Associations of STC/ PEC/ STCL.	Minister	SO*/ Dir**/ AS/ Secretary
11)	Proposals from STC/ PEC/ STCL to invest money or other matters involving financial implications.	Secretary	SO*/ Dir**/ AS
12)	State trading and link deal coordination in respect of matters relating to export of commodities canalised through STC or other commodities handled by STC/ PEC.	Secretary	SO*/ Dir**/ AS
13)	References concerning import/ export policy.	Secretary	SO*/ Dir**/ AS
14)	Budget & Accounts of STC/ PEC.	AS	SO*/ Dir**
15)	Coordination in respect of matters concerning all PSUs under Department of Commerce.	AS	SO*/ Dir**
16)	References from Department of Public Enterprises.	AS	SO*/ Dir**
17)	Coordination of work relating to foreign exchange allotment by Ministry of Finance on account of Public Sector imports.	AS	SO*/ Dir**
18)	Important references to other Ministries on matters	AS	SO*/ Dir**

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	concerning STC/ PEC/ STCL.		
19)	Replies to PAC Paras/ Audit Paras.	AS	SO*/ Dir**
20)	Performance Budget of STC/ PEC/ STCL.	AS	SO*/ Dir**
21)	Annual Administrative Report of STC/ PEC/ STCL.	AS	SO*/ Dir**
22)	Submission of Monthly Summary for the Cabinet and M&E reports.	AS	SO*/ Dir**
23)	Liaison work with regard to reservation of physically handicapped persons as well as recruitment of minorities in service, resettlement of ex-servicemen and representations of Scheduled Castes and Scheduled Tribes in PSUs under Department of Commerce.	Dir**	SO*
28.	<u>Foreign Trade Territorial Division</u>		
1)	Economic & commercial report.	JS/ AS	US*/ Dir**
2)	Trade agreements.	Minister	US*/ Dir**/ JS/ AS/ Secretary
3)	Joint business/ joint commission meetings co-chaired by C&IM/ MoS(C)/ Commerce Secretary or below.	Secretary/ MoS/ Minister	US*/ Dir**/ JS/ AS
4)	Trade enquiries.	Dir**	US*
5)	Trade complaints/ disputes.	Dir**	US*
6)	Tender notices.	Dir**	US*
7)	Trade analysis.	Secretary	US*/ Dir**/ JS/ AS
8)	Foreign Trade policy matters/ legal issues.	Secretary	US*/ Dir**/ JS/ AS
9)	Incoming trade delegations.	Secretary	US*/ Dir**/ JS/ AS
10)	Outgoing trade delegations.	Minister	US*/ Dir**/ JS/ AS/ AS&FA/ Secretary
11)	Fairs and exhibitions:- - circulation; - participation.	Dir** Secretary	US* US*/ Dir**/ JS/ AS/ AS&FA
12)	Export promotion measures.	JS/ AS	US*/ Dir**
13)	Notes for the Cabinet.	Minister	US*/ Dir**/ JS/ AS/ Secretary
14)	Staff matters of CRs.	JS/ AS	US*/ Dir**
15)	According State Guest status to foreign delegates.	Secretary	US*/ Dir**/ JS/ AS
16)	VIP references.	Minister	US*/ Dir**/ JS/ AS

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17)	Parliament questions:- i) Starred; ii) Unstarred.	Minister MoS	US*/ Dir**/ JS/ AS/ Secretary US*/ Dir**/ JS/ AS
18)	Proposal of EPCs/ trade organisations for financial assistance for trade promotion activities under MAI/ MDA scheme.	JS	US*/ Dir**
19)	Matters of Commercial wings in Indian Missions.	JS/ AS	US*/ Dir**
29.	<u>General Administration</u>		
1)	Procurement of items upto Rs.2,000/- (recurring).	US	SO
2)	Procurement of items upto Rs.5,000/- (non-recurring).	US	SO
3)	Procurement of items/ payment of AMCs upto Rs.30,000/- (recurring).	Dir**	SO*/ US*
4)	Procurement of items/ payment of AMCs upto Rs.50,000/- (non-recurring).	Dir**	SO*/ US*
5)	Procurement of items/ payment of AMCs upto Rs.1,50,000/- (recurring).	JS	SO*/ US*/ Dir**
6)	Procurement of items upto Rs.2,50,000/- (non-recurring).	JS	SO*/ US*/ Dir**
7)	Procurement of items/ payment of AMCs above Rs.1,50,000/- (recurring).	IFD	SO*/ US*/ Dir**/ JS
8)	Procurement of items above Rs.2,50,000/- (non-recurring).	IFD	SO*/ US*/ Dir**/ JS
9)	Finalisation of all AMCs.	IFD	SO*/ US*/ Dir**/ JS
10)	Allocation of rooms.	JS	SO*/ US*/ Dir**
11)	Forwarding of applications for residential accommodation.	SO*	DH
12)	Forwarding of applications for issue of identity cards to officers/ officials of the Department.	US*	SO*
13)	Forwarding of applications for issue of identity cards to non-officials and officials of other organisation.	JS	SO*/ US*/ Dir**
14)	Forwarding of applications for issuance of temporary passes to the officials of other organisations.	US*	SO* (with the approval of concerned JS/ AS)
15)	Allocation of residential telephones to entitled officers.	Dir**	SO*/ US*

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
16)	Allocation of residential telephones to non-entitled officers of Group 'A' under 25% quota.	JS	SO*/ US*/ Dir**
17)	Allocation of residential telephones to non-entitled officers of Group 'B' under 25% quota.	Secretary	SO*/ US*/ Dir**/ JS
18)	Sanction of grant-in-aid for sports activities.	IFD	SO*/ US*/ Dir**/ JS
19)	Allocation of staff cars.	JS	SO*/ US*/ Dir**
20)	Transfer/ posting of staff car drivers.	JS	SO*/ US*/ Dir**
21)	Disposal of old stocks.	IFD	SO*/ US*/ Dir**/ JS
30.	Infrastructure-I		
1)	Containerisation:- (i) Policy matters; (ii) Establishment of ICD/ CFS; (iii) Correspondence on ICD/ CFS matters & containerisation; (iv) Meetings related to ICD/ CFS matters & containerisation.	AS AS Dir** JS/ AS	SO*/ Dir** SO*/ Dir** SO* SO*/ Dir**
2)	Scope - shipping matters:- (i) Preparation of agenda/ minutes, etc.; (ii) Follow-up on the decisions taken at the meeting of Scope – shipping.	JS Dir**	SO*/ Dir** SO*
3)	Post & shipping problems/ related issues:- (i) Requirement of facilities at ports & shipping space; (ii) Meetings related to port & shipping problems/ development; (iii) General issues.	AS JS/ AS JS/ AS	SO*/ Dir**/ JS SO*/ Dir**/ JS SO*/ Dir**/ JS
31.	Infrastructure-II		
1)	All matters relating to exports/ imports from/ to the North East.	JS/ AS	SO*/ US*/ Dir**/ JS
2)	Matters regarding exports from the North Eastern Region and especially for boosting trade with neighbouring countries like Bangladesh, Bhutan and Myanmar.	AS	SO*/ US*/ Dir**/ JS
3)	Matters regarding implementation of the PM's action plan for development of North East (in relation to the Department of Commerce).	AS	SO*/ US*/ Dir**/ JS
4)	To service the Empowered Committee constituted under PM's action plan for promotion of trade in the	AS	SO*/ US*/ Dir**/ JS

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	North East.		
5)	Approval of proposals under EDF scheme and organising of Empowered Committee Meetings.	AS	SO*/ US*/ Dir**/ JS
6)	Matters regarding inland transport assistance scheme.	AS	SO*/ US*/ Dir**/ JS
7)	Matters connected with creation of infrastructure at land customs stations.	AS	SO*/ US*/ Dir**/ JS
8)	Matter connected with Empowered Committee on Petrapole.	AS	SO*/ US*/ Dir**/ JS
9)	Representation regarding opening up of new border trading points.	AS	SO*/ US*/ Dir**/ JS
10)	All matters pertaining to infrastructure creation and facilitating border trade with China through Nathula in Sikkim.	AS	SO*/ US*/ Dir**/ JS
11)	Parliament questions:- i) Starred; ii) Unstarred.	Minister MoS	SO*/ US*/ Dir**/ JS/ AS/ Secretary SO*/ US*/ Dir**/ JS/ AS
12)	VIP references.	Minister/ MoS	SO*/ US*/ Dir**/ JS/ AS/ Secretary

32.	<u>Organisation & Methods</u>		
1)	Monitoring the disposal of references received from MPs & other VIPs.	Secretary	JA/ SA/ Dir**/ AS&FA
2)	Monitoring of the implementation of the decisions of the Cabinet/ Cabinet Committees.	Secretary	JA/ SA/ Dir**/ AS&FA
3)	Monitoring of timely disposal of pending(closed/ retained) files in the sections.	Dir**	JA/ SA
4)	Sending monthly report to Ministry of Finance on progress of implementation of e-procurement in the Ministry.	Dir**	JA/ SA
5)	Distribution of work among sections in the Department.	Secretary	JA/ SA/ Dir**/ AS&FA
6)	Preparation of Induction Material.	AS&FA	JA/ SA/ Dir**
7)	Proposals regarding delegation of financial powers.	Secretary	JA/ SA/ Dir**/ AS&FA
8)	O&M Inspection report - drawing up of schedule	Dir**	JA/ SA

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	thereof and furnishing report to DAR&PG.		
9)	Follow up action on the Inspection reports of the Sections.	Dir**	JA/ SA
10)	Record Management – Half yearly special drive on recording, reviewing and weeding of records.	Dir**	JA/ SA
11)	Proposals for amendment in the Allocation of Business Rules.	Minister	JA/ SA/ Dir**/ AS&FA/ Secretary
12)	Manual of Office Procedure - Proposal for review, revision & updating of Manual.	Dir**	JA/ SA
13)	Performance report on O&M activities for every completed financial year showing compliance with the provisions contained in Central Secretariat Manual of Office Procedure.	AS&FA	JS/ SA/ Dir**
14)	Matters relating to Senior Officers' Meeting.	Dir**	JA/ SA
15)	Preparation of the section relating to "Role, Functions and Organisational set up" for Annual Report of the Department.	AS&FA	JA/ SA/ Dir**
16)	Preparation of Action Taken Report in respect of the recommendations made by Administrative Reforms Commission and sending to DAR&PG.	Secretary	JA/ SA/ Dir**/ AS&FA
17)	Selection and nomination of participants for the training courses in India organised/ conducted by the various Institutes.	Dir**	JA/ SA
18)	Organisational & Method studies and processing of recommendations of study teams/ committees.	AS&FA	JA/ SA/ Dir**
19)	Proposal for framing recruitment rules for newly created posts, etc.	AS&FA	SA/ Dir**
20)	Work measurement studies in the Department of Commerce and its attached & subordinate offices and autonomous bodies with a view to assess the staff requirements.	AS&FA	SA/ Dir**
21)	Proposals relating to:- i) Creation/ upgradation/ downgradation of posts; ii) Retention of posts; iii) Revival of the posts; iv) Re-organisation of the offices/ sections; v) Continuation of posts; vi) Setting up of regional/sub-zonal offices, etc.	AS&FA AS&FA AS&FA AS&FA AS&FA	JA/ SA/ Dir** JA/ SA/ Dir** JA/ SA/ Dir** JA/ SA/ Dir** JA/ SA/ Dir**
22)	Liaison with SIU.	Dir**	JA/ SA
33.	Parliament		
1)	Routine references on Parliamentary matters.	Dir**	SO*

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
2)	Coordination of information for Questions relating to other Ministries/ Departments in respect of which material is called for from the Department of Commerce.	JS	SO*/ DS**
3)	Matters concerning Parliamentary Committees.	Secretary	SO*/ DS**/ JS
4)	Matters concerning State Legislations.	Minister	SO*/ DS**/ JS/ Secretary
5)	Matter pertaining to Bills/ Amendment to Acts under Department of Commerce.	Secretary	SO*/ DS**/ JS
34.	Plantation 'A'(Tea)		
1)	Legislation/ Amendment of Tea Act, 1953.	Minister	US*/ Dir**/ AS/ Secretary
2)	Rules and Regulations framed under the Act.	Minister	US*/ Dir**/ AS/ Secretary
3)	Establishment of Tea Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
4)	Reconstitution of Tea Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
5)	Parliament questions/ special references/ cut motions/ assurances, etc.	Minister	US*/ Dir**/ AS/ Secretary
6)	Cabinet notes.	Minister	US*/ Dir**/ AS/ Secretary
7)	VIP references.	Minister	US*/ Dir**/ AS
8)	Appointment of officers of the level of Deputy Secretary and above in the Tea Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
9)	Notes for high power Price Monitoring Board (PMB) & price related issues.	Secretary	SO*/ US*/ Dir**/ AS
10)	Tea export/ import policy.	Secretary	SO*/ US*/ Dir**/ AS
11)	Foreign collaboration agreements between India and foreign countries relating to tea.	Secretary	SO*/ US*/ Dir**/ AS
12)	Research & development schemes.	Secretary	SO*/ US*/ Dir**/ AS
13)	Five years plans.	Secretary	SO*/ US*/ Dir**/ AS
14)	Participation in India/ international exhibitions/ fairs/ seminars, etc.	Secretary	SO*/ US*/ Dir**/ AS/ AS&FA

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
15)	Delegations to be sent abroad.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
16)	Annual report of Tea Board.	AS	SO*/ US*/ Dir**
17)	Statistics regarding imports and exports of tea.	AS	SO*/ US*/ Dir**
18)	Budget documents/ annual plans.	AS	SO*/ US*/ Dir**
19)	Routine administrative matters relating to Tea Board including court cases, appointments, creation of posts, etc.	AS	SO*/ US*/ Dir**
20)	Action plan for tea.	AS	SO*/ US*/ Dir**
21)	Matters relating to auction system in India/ tea prices.	AS	SO*/ US*/ Dir**
22)	Action taken report on audit observations.	AS	SO*/ US*/ Dir**
23)	Comments on EOU/ EPL/ FIPB proposals.	AS	SO*/ US*/ Dir**
24)	Matter relating to tax revision (pre-budget, post-budget proposals).	Secretary	SO*/ US*/ Dir**/ AS
35.	Plantation 'B'(Coffee)		
1)	Legislation/ Amendment of Coffee Act, 1942.	Minister	US*/ Dir**/ AS/ Secretary
2)	Rules and Regulations framed under the Act.	Minister	US*/ Dir**/ AS/ Secretary
3)	Establishment of Coffee Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
4)	Reconstitution of Coffee Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
5)	Fixation of minimum & maximum price.	Minister	US*/ Dir**/ AS/ Secretary
6)	Representations regarding fixation of price.	AS	US*/ Dir**
7)	Coffee export/ import policy.	Secretary	US*/ Dir**/ AS
8)	Foreign collaboration agreements between India and foreign countries relating to coffee.	Secretary	US*/ Dir**/ AS
9)	Research and development schemes.	Secretary	SO*/ US*/ Dir**/ AS
10)	Statistics regarding exports, imports of coffee.	AS	SO*/ US*/ Dir**

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
11)	Delegations to be sent abroad.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
12)	Import of machinery.	AS	SO*/ US*/ Dir**
13)	Five year plans.	Secretary	US*/ Dir**/ AS
14)	Meetings of ICO/ ACPC agenda/ minutes.	AS	SO*/ US*/ Dir**
15)	Participation in Indian/ international exhibitions/ fairs/ seminars, etc.	Secretary	SO*/ US*/ Dir**/ AS/ AS&FA
16)	Foreign collaborations.	Secretary	US*/ Dir**/ AS
17)	Budget documents/ annual plans.	AS	SO*/ US*/ Dir**
18)	Establishment matters relating to Coffee Board including court cases, appointments, creation of posts, etc.	AS	US*/ Dir**
19)	Parliament questions/ special references/ cut motions/ assurances, etc.	Minister	US*/ Dir**/ AS/ Secretary
20)	Cabinet notes.	Minister	US*/ Dir**/ AS/ Secretary
21)	VIP references.	Minister	US*/ Dir**/ AS
36.	Plantation 'C'(Rubber)		
1)	Legislation/ Amendment of Rubber Act, 1947.	Minister	SO/ US/ Dir**/ AS/ Secretary
2)	Rules and regulations framed under the Act.	Minister	SO/ US/ Dir**/ AS/ Secretary
3)	Establishment of Rubber Board.	Minister	SO/ US/ Dir**/ AS/ Secretary
4)	Reconstitution of Rubber Board.	Minister	SO/ US/ Dir**/ AS/ Secretary
5)	Revision of bench mark price.	Minister	SO/ US/ Dir**/ AS/ Secretary
6)	Representations regarding bench mark.	AS	SO/ US/ Dir**
7)	Natural rubber export/ import policy.	Secretary	SO/ US/ Dir**/ AS
8)	Foreign collaboration agreements between India and foreign countries relating to rubber.	Secretary	SO/ US/ Dir**/ AS
9)	Research and development schemes.	Minister	SO/ US/ Dir**/ AS/ Secretary
10)	Statistics regarding exports, imports of natural rubber.	AS	SO/ US/ Dir**
11)	Delegations to be sent abroad.	Minister	SO/ US/ Dir**/

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
			AS/ AS&FA/ Secretary
12)	Import of machinery.	AS	SO/ US/ Dir**
13)	Five year plans.	Secretary	SO/ US/ Dir**/ AS
14)	Monitoring of rubber prices.	AS	SO/ US/ Dir**
15)	Meetings of ANRPC, IRSG, IRRDB agenda minutes.	Secretary	SO/ US/ Dir**/ AS
16)	Participation of India in international exhibitions/ fairs/ seminars, etc.	Minister	SO/ US/ Dir**/ AS/ Secretary
17)	Matters relating to Rubber Parks.	Secretary	SO/ US/ Dir**/ AS
18)	Budget documents/ annual plans.	AS	SO/ US/ Dir**
19)	Establishment matters relating to Rubber Board including court cases, appointments, creation of posts, etc.	AS	SO/ US/ Dir**
20)	Parliament questions/ special references/ cut motions/ assurances, etc. of Ministry.	Minister	SO/ US/ Dir**/ AS/ Secretary
21)	Cabinet notes.	Minister	SO/ US/ Dir**/ AS/ Secretary
22)	VIP references.	Minister	SO/ US/ Dir**/ AS
23)	Matters relating to world bank assisted rubber projects.	Secretary	SO/ US/ Dir**/ AS
24)	Procurement and disposal of natural rubber by STC on Government account including implications.	Minister	SO/ US/ Dir**/ AS/ Secretary

37.	Plantation 'D'(Spices)		
1)	Legislation/ amendment of Spices Act.	Minister	US*/ Dir**/ AS/ Secretary
2)	Rules and Regulations framed under the Act.	Minister	US*/ Dir**/ AS/ Secretary
3)	Establishment of Spices Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
4)	Reconstitution of Spices Board.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
5)	Fixation of minimum & maximum Price.	Minister	US*/ Dir**/ AS/ Secretary
6)	Representation regarding fixation of price.	AS	US*/ Dir**
7)	Spices Export/ Import Policy	Secretary	US*/ Dir**/ AS
8)	Foreign collaboration agreements between India	Secretary	US*/ Dir**/ AS

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	and Foreign countries relating to spices.		
9)	Establishment of Spices Parks.	Secretary	US*/ Dir**/ AS/ AS&FA
10)	Research and development schemes.	Secretary	SO*/ US*/ Dir**/ AS
11)	Delegation to be sent abroad.	Minister	SO*/ US*/ Dir**/ AS/ Secretary
12)	Five year plans.	Secretary	US*/ Dir**/ AS
13)	Participation in Indian/ International exhibitions/ fairs/ seminars, etc.	Secretary	SO*/ US*/ Dir**/ AS
14)	Budget documents/ annual plans.	AS	SO*/ US*/ Dir**
15)	Establishment matters relating to Spices Board including court cases, appointments, creation of posts, etc.	AS	US*/ Dir**
16)	Parliament Questions/ Special References/ Cut Motions/ Assurances, etc. of Ministry.	Minister	US*/ Dir**/ AS/ Secretary
17)	Cabinet notes.	Minister	US*/ Dir**/ AS/ Secretary
18)	VIP references.	Minister	US*/ Dir**/ AS
19)	Annual reports.	Minister	SO*/ US*/ Dir**
20)	Action Taken Report on audit observations.	AS	SO*/ US*/ Dir**
21)	Matter relating to tax revision (pre-budget, post- budget proposals).	Secretary	SO*/ US*/ Dir**/ AS
38.	<u>Plantation (Coord)</u>		
1)	Price stabilization fund.	AS	SO*/ US*/ Dir**
2)	Task force.	AS	SO*/ US*/ Dir**
3)	Pre-budget proposals.	Secretary	SO*/ US*/ Dir**/ AS
4)	Free trade agreements.	Secretary	SO*/ US*/ Dir**/ AS
5)	SPS-TBT.	AS	SO*/ US*/ Dir**
6)	Rules of origin.	Secretary	SO*/ US*/ Dir**/ AS
7)	Geographical indications.	Secretary	SO*/ US*/ Dir**/ AS
8)	Plantation Labour Act	Secretary	SO*/ US*/

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
			Dir**/ AS
9)	Social cost	Secretary	SO*/ US*/ Dir**/ AS
39.	<u>Protocol</u>		
1)	Arrangements for the reception of the visiting delegations at the airport, railway stations, etc.	PO	---
2)	Arrangements for hotel accommodation.	PO	---
3)	Coordination with the Ministry of Home Affairs, Ministry of External Affairs, the Delhi Administration, Police and Security Authorities in connection with the visits of delegations.	PO	---
4)	Coordination of arrangements with the State Government concerned for the visit of the delegations to places in India(outside Delhi).	PO	---
5)	Arrangements regarding official lunches/ dinners reception (signing ceremony of trade agreements, etc.) given by the Department to the visiting delegations.	PO	---
6)	Arrangements for purchase of gifts for visiting delegations.	PO	---
7)	Control of expenditure on delegations from abroad and entertainment of visitors.	Secretary	PO/ US*/ Dir**/ JS
8)	Preparation of estimates of visits of Foreign Trade delegations and obtaining financial sanctions thereof.	Secretary	PO/ US*/ Dir**/ JS

9)	Booking and clearance of all bills relating to expenditure incurred on State Guests in respect of hotel accommodation, road transport, invitation cards, air, road and rail travels throughout India and social functions.	Dir**	PO/ US*
10)	Processing payment of bills presented by State Governments for expenditure incurred by them on the visiting delegations.	Dir**	PO/ US*
11)	Information related to Parliament questions received from other Divisions/ Sections.	JS	PO/ US*/ Dir**
12)	Unstarred Parliament questions.	MoS	PO/ US*/ Dir**/ JS/ AS
13)	Starred Parliament questions.	Minister	PO/ US*/ Dir**/ JS/ AS/ Secretary
14)	Questions under RTI Act.	Dir**	PO/ US*

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
15)	Audit objections.	Dir**	PO/ US*/ Dir**
16)	To receive and see off Indian delegations going abroad. To purchase gifts for them, despatch of gifts for Indian delegations. Reception and seeing off foreign dignitaries coming for trade talks.	PO	---
17)	Passport and visa work in respect of the officers going abroad on official visits.	PO	---
18)	Arrangements for transport for the visiting foreign delegations.	PO	---
19)	Issue of excursion tickets for domestic/ foreign travel in terms of economy instructions.	PO	---
20)	Issue of tickets other than excursion tickets for domestic/ foreign travel.	JS	PO/ US*/ Dir**
40.	Receipt & Issue		
1)	Processing of Speed Post bills for payment.	Dir**	SO*/ US*
2)	Processing of bills for making payment in respect of Diplomatic Bags in DoC.	Dir**	SO*/ US*
41.	Record Cell		
1)	Monthly progress report regarding recording of files and review thereof.	US	SO

42.	Regional & Multilateral Trade Relations		
1)	UNCTAD (i) Policy issues (ii) Regular meetings (iii) Routine	Secretary/ Minister JS Dir**	DD/ US*/ Dir**/ JS
2)	G-15 (i) Policy issues (ii) Routine	Secretary/ Minister Dir**	DD/ US*/ Dir**/ JS
3)	Generalised System of Preferences(GSP) (i) Policy issues (ii) Negotiations (iii) Routine	Secretary/ Minister JS Dir**	DD/ US*/ Dir**/ JS
4)	Global System of Trade Preferences (GSTP)		

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	(i) Policy issues (ii) Negotiations (iii) Routine	Secretary/ Minister JS Dir**	DD/ US*/ Dir**/ JS
5)	Asia Pacific Trade Agreement (APTA) (i) Policy issues (ii) Normal cases (iii) Routine	Secretary/ Minister JS Dir**	DD/ US*/ Dir**/ JS
6)	Bay of Bengal Initiative for Multi Sectoral Technical and Economic Cooperation (BIMSTEC) (i) Policy issues (ii) Normal cases (iii) Routine	Secretary/ Minister JS Dir**	DD/ US*/ Dir**/ JS
43.	<u>Right to Information Cell</u>		
1)	RTI Applications: - Acknowledgement; - Providing information to the applicant; - Transfer to another Public Authority; - Seeking information from other CPIOs.	Dir** Dir** Dir** Dir**	SO* SO* SO* SO*
2)	RTI Appeals: - Acknowledgement; - Seeking comments from CPIOs; - Proceedings of the Appellate Committee.	Dir** Dir** AS	SO* SO* SO*/ Dir**/ JS
3)	Quarterly/ Annual reports to Central Information Commission.	Dir**	SO*
4)	Circulation of instructions relating to RTI.	Dir***	SO*
44.	<u>Special Economic Zone</u>		
1)	Administrative proposals of routine nature.	Secretary	SO*/ JS
2)	VIP References: - To be replied by Secretary ; - To be replied by Minister.	Secretary Minister	Dir**/ JS Dir**/ JS/ Secretary
3)	Issues relating to implementation of decisions taken by the Board of Approval.	Secretary	SO*/ US*/ JS
4)	BoA agenda.	AS	SO*/ Dir**
5)	SEZ Act/Rules / Parliament related work/ policy matters..	Secretary	US*/ Dir**/ JS/ AS
45.	<u>States Cell</u>		
1)	Implementation of Assistance to States for Developing Export Infrastructure and Allied		

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	Activities (ASIDE) scheme:- - Approvals under the scheme; - Issue of sanctions including processing of bills under the ASIDE scheme; - Review of implementation of projects; - Formulation of BE/ RE proposals.	Secretary/ AS Dir** JS JS	SO*/ US*/ Dir**/ JS SO*/ US* SO*/ US*/ Dir** SO*/ US*/ Dir**
2)	Meetings of the Commerce & Industry Minister with the Chief Ministers on export promotion from States:- (i) preparation of agenda; (ii) follow up on the decisions.	Secretary AS	SO*/ US*/ Dir**/ JS/ AS SO*/ US*/ Dir**/ JS
3)	Export promotion in North Eastern Region (PM's new initiative on NER).	AS	SO*/ US*/ Dir**/ JS
4)	Parliament questions:- (i) Starred; (ii) Unstarred.	Minister MoS	SO*/ US*/ Dir**/ JS/ AS/ Secretary SO*/ US*/ Dir**/ JS/ AS
5)	VIP references.	Minister/MoS	Dir**/ JS/ AS

46.	<u>Technical Assistance/ Trade Commissioner</u>		
1)	Preparation of budget estimates and allocation of funds to Missions, audit objections, accounts and other financial matters in respect of Commercial wings of Indian Missions abroad.	AS	SO*/ Dir**
2)	Examination of monthly expenditure statements received from Commercial/ Non-Commercial Missions abroad.	AS	SO*/ Dir**
3)	Approval of purchases of office equipments, furniture, carpet, crockery, cutlery for representational/ non-representational officers to be made by Commercial Wings of Indian Missions.	AS	SO*/ Dir**
4)	Purchase of staff cars for official use of Commercial Wings in Missions abroad.	Secretary	SO*/ Dir**/ AS

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
5)	All appointments/ transfers of officers and staff, etc. under the budget of Department of Commerce (diplomatic and non-diplomatic).	Minister	SO*/ Dir**/ AS/ Secretary
6)	Selection process and appointments of non-IFS Officers for posting in Commercial Wings abroad.	Minister	SO*/ Dir**/ JS/ Secretary
7)	Communications of transfer, medical examination, booking of air and sea passages, sanction for the advances, i.e. pay, T.A., outfit/ special outfit allowances, renewal of outfit allowance, transfer grants, etc.	AS	SO*/ Dir**
8)	Issue of transfer terms, grant of leave/ home leave/ home leave fares/ emergency passage and settlement of passage bills received from air/ shipping companies, etc.	AS	SO*/ Dir**
9)	Policy matters regarding creation/ abolition of posts in Commercial Missions abroad.	Minister	SO*/ Dir**/ AS/ Secretary
10)	Creation/ continuation/ transfer of India based posts as well as local posts abroad.	Minister	SO*/ Dir**/ AS/ Secretary
11)	Opening of new Commercial Offices in Indian Missions abroad.	Minister	SO*/ Dir**/ AS/ Secretary
12)	Issue of extension orders in respect of non-IFS officers in Commercial Missions abroad.	Minister	SO*/ Dir**/ AS/ Secretary
13)	Review of staff position in all Commercial Missions abroad in consultation with concerned territorial sections at Headquarters.	AS	SO*/ Dir**
14)	Revision, fixation of pay scales and terms and conditions of service for local recruits in Commercial Missions abroad.	Secretary	SO*/ Dir**/ AS

15)	Renting of residence of officers and staff and office accommodation in respect of Commercial Missions abroad.	Secretary	SO*/ Dir**/ AS
16)	Work relating to selection and deputation of officers/ executives to various training programmes offered by International Organisations e.g. UNIDO/ UNDP/ Colombo Plan and Special Wealth African Assistance Programme (SCAAP) abroad and other foreign Governments.	Minister	SO*/ Dir**/ AS/ Secretary
17)	Work relating to processing and coordination of various financial and technical assistance projects and programmes with Swedish International Development Authority, Commonwealth Funds for Technical Cooperation, etc.	Minister	SO*/ Dir**/ AS/ Secretary

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
18)	All training programmes abroad.	Secretary	SO*/ Dir**/ AS
19)	VIP references.	Minister/ MoS	SO*/ Dir**/ AS/ Secretary
20)	Parliament question:- (i) Unstarred (ii) Starred	MoS Minister	SO*/ Dir**/ AS/ Secretary SO*/ Dir**/ AS/ Secretary
21)	Review of manual of instructions of Commercial Representatives in Missions/ Posts abroad.	Secretary	SO*/ Dir**/ AS
22)	Follow up on survey reports conducted with technical assistance aid.	AS	SO*/ Dir**
23)	Maintenance of control register in respect of officers of the Department of Commerce and its subordinate organisations going abroad on training.	AS	SO*/ Dir**
47. Trade Finance Services			
1)	Complaints received from exporters regarding inadequate export credit, delay in sanctioning credit, etc.	JS	SO*/ Dir**
2)	Issues regarding export credit policy of RBI to be taken up with the RBI.	JS	SO*/ Dir**
3)	Matters relating to direct and indirect taxes to be taken up with the Ministry of Finance.	JS	SO*/ Dir**
4)	Pre-Budget proposals for the Union Budget.	Secretary	SO*/ Dir**/ JS
5)	Post-Budget proposals for the Union Budget.	Secretary	SO*/ Dir**/ JS
6)	Meetings of AIEAC of RBI.	JS	SO*/ Dir**
7)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS/ Secretary
8)	Disposal of Public Grievances/ Public Relation work.	JS	SO*/ US*/ Dir**
9)	Receipt and examination of complaints other than those relating to corruption.	Dir**	SO*/ US*
10)	Acknowledgement of all complaints and representations seeking redresses under the provisions of any law or otherwise relating to DoC.	Dir**	SO*/ US*
11)	Identification of the areas of frequent complaints and representations and their critical examination with a view to removing basic causes for complaints.	Dir**	SO*/ US*
12)	Preparation of brochures, pamphlets, information sheets, etc. in simple language containing information with regard to the salient points on	Dir**	SO*/ US*

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
	government policies and procedures for the benefit of common man including the names of the officers in DoC directly responsible for redressal of grievances.		
13)	Maintenance of Complaint Book (in addition to the Complaint Register) to enable the complainants to personally record the grievances.	Dir**	SO*/ US*
14)	Quarterly return of complaints to DAR&PG, its consolidation for the Department of Commerce, attached and subordinate offices and PSUs.	Dir**	SO*/ US*
48.	<u>Trade Policy Division</u>		
1)	Monitoring of Cabinet/ Cabinet Committee/ GoM decisions.	JS	SO*/ Dir**
2)	Implementation of Uruguay round commitments.	JS	SO*/ Dir**
3)	Policy decision on services negotiations under GATS.	Minister/ Secretary/ AS	SO*/ Dir**/ JS
4)	Reference from other Ministries relating to services.	Secretary/ AS	SO*/ Dir**/ JS
5)	TRIMS.	Minister/ Secretary/ AS	SO*/ Dir**/ JS
6)	General Council process.	Secretary	SO*/ Dir**/ JS/ AS
7)	Implementation issues.	Secretary/ AS	SO*/ Dir**/ JS/ AS/ Secretary
8)	Making briefs for WTO issues for Indian delegations/ officials visiting abroad and also during the visits of foreign dignitaries in India.	JS/AS/ Secretary/ Minister	SO*/ Dir**/ JS/ AS/ Secretary/ Minister
9)	Organising meetings of the Advisory Committee on International Trade – minutes.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
10)	Investment, competition policy, global coherence, committee on trade and development, bilateral trade agreements and WTO coordinating group of secretaries and residual issues.	AS	SO*/ Dir**/ JS
11)	Policy decision on agreement on agriculture.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
12)	Work relating to Notification requirements under WTO.	AS	SO*/ Dir**/ JS
13)	Technical barriers to trade, sanitary and phyto-sanitary measures.	AS	SO*/ Dir**/ JS
14)	Centre for WTO study – administrative matters.	AS	SO*/ Dir**/ JS
15)	Work relating to agreement on Trade Related aspects of Intellectual Property Rights (TRIPS).	Minister	SO*/ Dir**/ JS/ AS/ Secretary
16)	Committee on trade and environment.	Minister	SO*/ Dir**/ JS/

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
			AS/ Secretary
17)	Issues relating to multilateral environmental agreement.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
18)	Labour related issues in WTO.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
19)	Trade policy review mechanism.	AS/ Secretary	SO*/ Dir**/ JS
20)	- Negotiation on trade facilitation and negotiations on regional trading arrangements. - Customs, valuation, pre-shipment inspection, rules of origin. - India's notification obligation under the agreement on Import Licensing Procedure.	AS/ Secretary AS AS	SO*/ Dir**/ JS SO*/ Dir**/ JS SO*/ Dir**/ JS
21)	Council for trade in goods, committee on market access, electronic commerce, ITA, government procurement, balance of payments.	AS	Jt.DG/ JS
22)	Quantitative restrictions, non-tariff barriers.	AS	SO*/ Jt.DG/ JS
23)	Accession.	Minister/ AS	Dir**/ JS/ AS
24)	Tariffs and tariff negotiations.	Minister/ AS	DS**/ JS/ AS
25)	State trading enterprises.	AS	SO*/ Jt.DG/ JS
26)	Committee on regional arrangements.	AS	DS**/ JS
27)	International Meat Council and import licensing procedures.	AS	Jt.DG/ AS
28)	VIP references.	Minister/ MoS	SO*/ Dir**/ JS/ AS
29)	Matters relating to WTO Committee on Safeguards.	JS	SO*/ Dir**
30)	Safeguard investigation cases.	JS	SO*/ Dir**
31)	Standing Board on Safeguard.	Secretary	SO*/ Dir**/ JS
32)	Post ATC related matters.	AS/ JS	SO*/ Dir**
33)	Raising a dispute against any Member in WTO.	Minister	Dir**/ JS/ AS/ Secretary
34)	Becoming a Third Party in a WTO dispute.	AS	Dir**/ JS
35)	Submissions to the WTO dispute panel/ Appellate Body involving India.	AS/ Secretary	Dir**/ JS
36)	WTO negotiating group on rules (anti-dumping agreement, agreement on subsidies and countervailing measures including fisheries sector).	AS/ Secretary	Dir**/ JS
37)	Negotiations in the special session of the DSB.	AS/ Secretary	Dir**/ JS
38)	Matters relating to WTO Committees on anti-dumping and subsidies and countervailing measures.	AS/ JS	Dir/ DS
39)	Matters relating to the WTO Dispute Settlement Body.	AS/ JS	SO*/ Dir**

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
40)	Matters relating to Customs Tariff Act/ anti-dumping rules/ countervailing duty rules to be taken up with the Ministry of Finance.	Minister/ Secretary	Dir**/ JS/ AS
41)	Matters relating to Indian Council of Arbitration.	AS/ JS	SO*/ Dir**
42)	Logistical arrangements for WTO ministerial conference.	Secretary	SO*/ Dir**/ JS/ AS
43)	Deputation of delegation to WTO ministerial conference.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
44)	Deputation of a delegation to attend WTO related meetings.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
45)	Convening of stakeholders consultations on WTO issues.	Minister/ Secretary	SO*/ Dir**/ JS/ AS
46)	Preparation and issue of background notes for stakeholders consultations.	AS	SO*/ Dir**/ JS
47)	Convening of meetings of Advisory Committee on International Trade (ITAC) and issue of summary record of discussions therein.	Minister	SO*/ Dir**/ JS/ AS/ Secretary
48)	Parliament questions:- i) Starred; ii) Unstarred.	Minister MoS	SO*/ Dir**/ JS/ AS/ Secretary SO*/ Dir**/ JS/ AS
49)	Work relating to Standing Parliamentary Committee on Commerce and Consultative Committee of Parliament attached to Ministry of Commerce and Industry.	Minister/ Secretary	SO*/ Dir**/ JS/ AS
50)	Matters relating to preparation and circulation of notes for Cabinet/ Cabinet Committees/ Group of Ministers.	Minister	Dir**/ JS/ AS/ Secretary
49.	<u>Trade Promotion</u>		
1)	Release of funds(plan and non-plan) to IIFT, IIP and ITPO.	JS	SO*/ DS**
2)	VIP references.	Minister/ MoS	DS**/ JS/ Secretary
3)	Parliament questions:- i) Starred; ii) Unstarred.	Minister MoS	DS**/ JS/ Secretary DS*/ JS
4)	EAC, finalisation of overseas programme of ITPO.	AS&FA	SO*/ DS**/ JS
5)	Cabinet notes.	Minister	SO*/ DS**/ JS/ Secretary
6)	Court cases.	JS	DS**
7)	C&AG paras.	JS	SO*/ DS**

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
8)	Furnishing of factual information called by other sections of the Department for reply to parliament question.	JS	SO*/ DS**
9)	Constitution of Board of Directors, Board of Management, Governing Body of ITPO/ NCTI/ IIFT/ IIP.	Minister	SO*/ DS**/ JS/ Secretary
10)	Meetings of Board of Directors, Board of Management and Governing Body of ITPO/ NCTI/ IIFT/ IIP.	Secretary/ JS	JS
11)	Signing of MoU of ITPO.	Secretary	SO*/ DS**/ JS
12)	Deputation/ tour of the chief executives of ITPO/ IIFT/ IIP.	Minister	SO*/ DS**/ JS/ Secretary
13)	Miscellaneous financial matters relating to ITPO/ IIFT/ IIP.	AS&FA	SO*/ DS**/ JS
14)	Miscellaneous matters relating to ITPO/ IIFT/ IIP/ NCTI.	Secretary/ JS	SO*/ DS**/ JS
15)	Periodical returns to be submitted to other Sections of the Department.	DS**	SO*
16)	Weeding out of old records.	DS**	SO*
17)	Complaints against senior officials of ITPO/ IIFT/ IIP/ NCTI.	Secretary/ JS (depending upon the level/ gravity of complaint)	SO*/ DS**/ JS
18)	Request for sponsorship of seminar/ trade fairs, etc organised by private bodies.	JS	SO*/ DS**
19)	Laying of Annual Report of ITPO/ IIFT/ IIP/ NCTI.	MoS	SO*/ DS**/ JS
20)	Material for Annual Report of the Department.	JS	SO*/ DS**
21)	RTI Matters.	DS**	SO*
50.	<u>Vigilance</u>		
1)	Matters relating to vigilance cases in respect of DoC, DGFT & PSUs.	Minister	SO*/ US*/ Dir**/ JS&CVO/ Secretary
2)	Intimation under Conduct Rules:- (i) For officers of the level of DS/Dir and above; (ii) For officers up to US level.	JS&CVO/ Minister Dir**	SO*/ US*/ Dir** SO*/ US*
3)	Matters relating to ACRs.	JS&CVO	SO*/ US*/ Dir**
4)	Quarterly reports of pendency of vigilance cases to DOPT.	Secretary	SO*/ US*/ Dir**/ JS&CVO
51.	<u>Women Cell</u>		

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<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
1)	Unstarred Parliament question.	MoS	US*/ Dir**/ JS
2)	Starred Parliament question.	Minister	US*/ Dir**/ JS/ Secretary
3)	VIP references.	Minister/ MoS	US*/ Dir**/ JS/ Secretary
4)	Note for Cabinet on plan of action for implementing national policy for the empowerment of women.	Minister	US*/ Dir**/ JS/ Secretary
5)	Periodical reports to be submitted to O&M section.	Dir**	US*
6)	Furnishing of factual information called by other sections of the Ministry for replies to parliament questions.	Dir**	US*
7)	Processing of complaints received in respect of women employees.	JS	US*/ Dir**
8)	Dealing with all matters relating to gender budgeting and inclusion of gender issues in the Annual Report.	JS	US*/ Dir**
9)	Coordination with the Department of Women and Child Development, National Commission for Women & other concerned agencies in respect of the matters connected with welfare and economic empowerment of women and other related matters.	JS	US*/ Dir**
10)	Preparation of action plan pertaining to the Department for the overall development of women in line with the national policy for empowerment of women.	JS	US*/ Dir**
11)	To review plan schemes and other programmes relating to women's welfare.	Secretary	US*/ Dir**/ JS

52.	Hindi		
1)	सामान्य प्रकृति के अनुवाद से संबंधित सभी मामले	सहायक निदेशक	हिन्दी अनुवादक
2)	विभिन्न त्रैमासिक/मासिक विवरणियां	सहायक निदेशक	हिन्दी अनुवादक
3)	तकनीकी प्रकृति के अनुवाद के संबंधित सभी मामले जैसे अंतर्राष्ट्रीय व्यापार करार, मंत्रिमंडल के लिए नोट, मंत्रियों के वक्तव्य, संसदीय प्रश्न आदि	निदेशक	सहायक निदेशक
4)	राजभाषा नीति के कार्यान्वयन से संबंधित सामान्य मामले	निदेशक	सहायक निदेशक
5)	हिन्दी शिक्षण योजना से संबंधित सामान्य मामले	निदेशक	सहायक निदेशक
6)	राजभाषा के कार्यान्वयन से संबंधित तिमाही प्रगति रिपोर्ट	संयुक्त सचिव	सहायक निदेशक/ निदेशक
7)	राजभाषा नियम 10(4) के अंतर्गत कार्यालयों को अधिसूचित करना	निदेशक	सहायक निदेशक
8)	वार्षिक मूल्यांकन रिपोर्ट के लिए सामग्री	संयुक्त सचिव	सहायक निदेशक
9)	हिन्दी सलाहकार समिति का गठन तथा उसकी बैठकें एवं कार्यवृत्त	संयुक्त सचिव/	सहायक निदेशक/

<u>Sl. No.</u>	<u>Type of cases</u>	<u>Level of final disposal</u>	<u>Channel of submission</u>
		वाणिज्य एवं उद्योग मंत्री/ वाणिज्य राज्य मंत्री	निदेशक/संयुक्त सचिव/सचिव
10)	सलाहकार समिति की बैठकों में लिए गए निर्णयों पर कार्रवाई तथा बैठकों की कार्यसूची (एजेंडा)	संयुक्त सचिव	सहायक निदेशक/निदेशक
11)	संसद सदस्यों/अति महत्वपूर्ण व्यक्तियों से प्राप्त पत्रों पर कार्यवाही	सचिव/ वाणिज्य एवं उद्योग मंत्री/ वाणिज्य राज्य मंत्री	निदेशक/संयुक्त सचिव
12)	राजभाषा नीति के कार्यान्वयन के बारे में संसद सदस्यों द्वारा पूछे जाने वाले प्रश्न तथा संसद में उठाए जाने वाले अन्य मामले	सचिव/ वाणिज्य एवं उद्योग मंत्री/ वाणिज्य राज्य मंत्री	निदेशक/संयुक्त सचिव
13)	राजभाषा कार्यान्वयन समिति का गठन तथा उसकी बैठकों के निर्णयों पर कार्रवाई	संयुक्त सचिव	सहायक निदेशक/निदेशक
14)	संसदीय राजभाषा समिति की उप- समिति द्वारा मंत्रालय का निरीक्षण एवं वाणिज्य सचिव का मौखिक साक्ष्य	सचिव	सहायक निदेशक/ निदेशक/संयुक्त सचिव
15)	वाणिज्य मंत्रालय से संबंधित विषयों पर मौलिक पुस्तकों पर पुरस्कार तथा अन्य प्रोत्साहनों से संबंधित मामले	सचिव	सहायक निदेशक/ निदेशक/संयुक्त सचिव
16)	संसदीय राजभाषा समिति की उप- समिति द्वारा मंत्रालय के विभिन्न कार्यालयों के निरीक्षण तथा दौरा कार्यक्रम	संयुक्त सचिव	सहायक निदेशक/ निदेशक
17)	राजभाषा नीति का पालन सुनिश्चित करने के लिए विभिन्न कार्यालयों का निरीक्षण तथा दौरा का कार्यक्रम	संयुक्त सचिव	सहायक निदेशक / निदेशक
18)	वार्षिक रिपोर्ट के लिए सामग्री	संयुक्त सचिव	सहायक निदेशक/ निदेशक
19)	राजभाषा नीति के कार्यान्वयन तथा हिन्दी शिक्षण योजना से संबंधित नीतिगत मामले	संयुक्त सचिव	सहायक निदेशक/ निदेशक
20)	विभिन्न कार्यालयों में हिन्दी पदों के सृजन संबंधी मामले तथा प्रशासनिक मुद्दे	सचिव/वित्तीय सलाहकार	सहायक निदेशक/ निदेशक/संयुक्त सचिव
21)	राजभाषा संबंधी मामलों के बारे में बजट प्रावधान	संयुक्त सचिव	सहायक निदेशक/ निदेशक/