

i. **E-I Section**

1.	Establishment cases of Gazetted Officers other than members of CSCS of the Department and its attached/subordinate Officers involving reference to and from:- i) U.P.S.C. ii) Appointment Committee of the Cabinet iii) Department of Personnel, Cabinet Secretariat iv) Departmental Promotion Committee	JS Minister Secretary Minister/ Secretary	SO*/DIR** SO*/US/DIR**/JS/ Secretary SO*/US/DIR**/JS SO*/US/DIR**/JS
2.	All Establishment matters relating Gazetted Officers of Department of Commerce	JS	SO*/US/DIR**
3.	Framing of Recruitment Rules in respect of Gazetted Officers	Minister/ Secretary/ JS	SO*/US/DIR**
4.	Maintenance of Communal Roster for Gazetted posts in the Department of Commerce	DIR**	SO*/US
5.	Allocation of Work amount officers in the Department of Commerce	Secretary/ JS	SO*/US/DIR**
6.	Fixation of Pay of Group A officers involving issue of special order of sanction	JS	SO*/US/DIR**
7.	Residual work of the erstwhile Tariff Commission	JS	SO*/US/DIR**
8.	Misc. Establishment matters in respect of Gazetted Officer of the Department viz. Grant of leave forwarding applications to UPSC, etc. verification character and antecedents, medical examination of officers appointed through UPSC	DIR**	SO*/US
9.	References relating to Home Town declaration in respect of Gazetted Officers in the Department proper	JS	SO*/US/DIR**
10.	Establishment matters relating to Gazetted Officers in Export Promotion Offices at Ports	DIR**	SO*/US
11.	Work relating to Indian Economic Service/Indian Statistical Service (except matters connected with feeder posts/feeder posts holders; and circulation of general instructions on service matters received from Department of Personnel A.R. which will be looked after by Establishment II and Establishment Sections respectively.	DIR**	SO*/US
12.	Work relating to Group Insurance Scheme for Central Govt. Employees (for Gazetted Officers)	US	SO*
13.	Working relating to maintenance of Service Records, Fixation of Pay and Grant of leave to all Gazetted Officers	DIR**	SO*/US

14.	Verification of Service of Gazetted Officers	US	SO*
15.	Preparation/distribution of Annual Administrative Report of the Department of Commerce	Secretary	SO*/US/DIR**/JS