

## LIST OF SUBJECTS

1. Establishment cases of Gazetted Officers other than members of CSSS of the Department and its Attached/Subordinate Offices, involving reference to and from:-
  - i) U.P.S.C.
  - ii) Appointment Committee of the Cabinet.
  - iii) Department of Personnel, Cabinet Secretariat.
  - iv) Department Promotion Committee.
2. Framing of Recruitment Rules in respect of Gazetted Officers.
3. Maintenance of Communal Roster for Gazetted posts in the Department of Commerce.
4. Allocation of work among officers in the Department of Commerce.
5. Reference relating to Indian Trade Service.
6. Fixation of pay of Group A Officers involving issue of special order of sanction.
7. Residual work of the erstwhile Tariff Commission.
8. References relating to Home Town declaration in respect of Gazetted Officers in the Department proper.
9. Establishment matters relating to Gazetted Officers in Export Promotion Offices at Ports.
10. Work relating to Indian Economic Service/Indian Statistical Service.
11. Work relating to Group Insurance Scheme for Central Govt. Employees (for Gezatted Officers).
12. Work relating to maintenance of Service Records, Fixation of pay and grant of leave to all Gazetted Officers.
13. Verification of service of Gazetted Officers.
14. Preparation/distribution of Annual Administrative Report of the Ministry of Commerce.