

<u>Foreign Trade (Coordination) Section</u>			
1	General Question of Import Trade control Policy-Coordination of	JS	SO*/US
2	Work relating to the exemption from payment of customs duty on import for scientific/technical equipments/apparatus by approved institutions under the control of this Department	Secretary	SO*/US/DIR**/JS
3	Correspondence with foreign Government-coordination among Foreign Trade Sections	JS	SO*/US/DIR**
4	Coordination of Trade Agreements and Statutes signed by the Government of India with foreign Government-Coordination among Foreign Trade Section	Minister	SO*/US/DIR**/JS/Secretary
5	Parliament Questions involving coordination between Foreign Trade Sections	Minister	SO*/US/DIR**/JS/Secretary
6	Issue of Commercial Information	DIR**	SO*/US
7	Other general questions connected with Foreign Trade not specifically allotted to any Foreign Trade Sections	JS	SO*/US/DIR**
8	Appellate Committee consideration of appeal in Section 4-M of the Imports and Exports (Control Act. 1947) clause (10)-2 of the imports (control) order 1955 and Clause 12(2) of the Exports (control) order 1955 and 12(2) of the Export (Control) order 1977 and Secretariat Assistance	AS	SO*/US/DIR**/JS
9	All passport and Visa recommendations including cases of individuals going abroad and for trade purposes in consultation with the commodity sections where necessary	Minister/Secretary	SO*/US/DIR**/JS
10	List of important items of work or events anticipated to come up in the various Sections in the Department of Commerce	DIR**	SO*/US
11	Utilisation of free air passage for inviting foreigners for export promotion of Indian products	Minister	SO*/US/DIR**/JS
12	Work relating to National/International Conferences where Department of commerce is the nodal Department	Minister	SO*/US/DIR**/JS/Secretary
13	References relating Labour Laws, Labour conference and other general matters concerning Labour – references of general nature	JS	SO*/US/DIR**
14	Transmission of Labour references relating	DIR**	SO*/US

	to specific matters to concerned Sections in the Department of Commerce for necessary action		
15	Monthly report to the Cabinet Secretary/Secretary to PM on important events in Department of Commerce	Secretary	SO*/US/DIR**/JS
16	Disposal of Public Grievances/Public relation work	DIR**	SO*/US
17	Receipt and pursuance of complaints other than those relating to corruption	DIR**	SO*/US
18	Acknowledgement of all complaints and representations seeking redress under the provisions of any law or otherwise	US	SO*
19	Identification of the areas of frequent complaint and representations and their critical examination with view to removing basic causes for complaints	DIR**	SO*/US
20	Preparation of brochures pamphlets, information sheet etc. in simple language containing information with regard to the salient points government policies and procedures for the benefit of common man containing the names of the officers in the department of commerce directly responsible for redressal of Grievances	DIR**	SO*/US
21	Maintenance of complaint Book (Addition to the Complaint Register) to enable the complainants to personally record the grievances	US	SO*
22	Quarterly return of Complaints to DT&AR, its consolidation for the Department of Commerce, attached and subordinate offices and PSUs	US	SO*
23	Misc. references	US	SO*
24	Implementation of 20 points programmes and all work relating thereto	DIR**	SO*/US
25	Monitoring of weekly Senior Officers Meeting with CS	Secretary	SO*/US/DIR**/JS
26	Scientific and Technical Coordination	JS	SO*/US/DIR