

LIST OF SUBJECTS

1. General Questions of Import Trade Control Policy-Coordination of.
2. Work relating to the exemption from payment of customs duty on import for scientific/technical equipment/apparatus by approved institutions under the control of this Department.
3. All work of coordination among the Foreign Trade Sections including the following:-
 - a) Channel of correspondence with Foreign Government.
 - b) Coordination of Trade Agreements and Statutes signed by the Government of India with the Foreign
 - c) Parliament Questions involving coordination between Foreign Trade Sections.
 - d) Issue of Commercial Information.
 - e) Other general questions connected with Foreign Trade not specifically allotted to any Foreign Trade Section.
4. 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 clause 12(2) of the Exports (Control) order 1977 and Secretariat Assistance.
5. All passport and visa recommendations including cases of individuals going abroad and for trade purposes, in consultation with the commodity Sections where necessary.
6. List of important items of work or events anticipated to come up in the various Sections in the Department of Commerce.
7. Utilisation of free air passage for inviting foreigners for export promotion of Indian products.
8. Work relating to national/international conferences where Department of Commerce is the nodal Department.
9. References relating to Labour Laws, Labour conference and other general matters concerning labour. While FT(Coord) Section would continue to function as a Central point for receiving all references on labour matters and deal them which are of general nature but henceforth would transmit such of the references in respect of labour matters to concerned Section(s) in the Ministry for further necessary action which involve handling of specific issues including attending of meetings as and when convened.
10. Monthly report to the Cabinet Secretary/Secretary to the P.M. on important events in the Department of Commerce.
11. Public Grievances Cell:-
 - (a) Public relations work.

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- (b) Receipt and pursuance of complaints other than those relating to corruption.
 - (c) Prompt acknowledgement of all complaints and representations seeking redress under the provisions of any law or otherwise.
 - (d) Identification of the areas of the frequent complaints and representations and their critical examination with view to removing the basic causes for complaints.
 - (e) Preparation of brochures, pamphlets, information sheets etc. in simple language containing information in regard to the salient points of Government policies and procedures for the benefit of the common man containing the names of the officers in the Department of Commerce directly responsible for redressal of grievances.
 - (f) Maintenance of complaint Book (in addition to the complaint register) to enable the complainants to personally record their grievances.
 - (g) Quarterly return of complaints to DP&AR, its consolidation for the Department of Commerce, Attached and Subordinate Offices and Public Sector Undertaking.
12. Miscellaneous references on above subjects.
13. Implementation of 20 points programmes and all work relating there to.
14. Monitoring of weekly Senior Officers meeting with Commerce Secretary.
15. Coordination of the Ministry for those work/Parliament Question which do not relate to any other Section.
16. Scientific & Technical coordination.
17. Issues referred to by other Departments/Ministries except such matters which are being handled by different sections. (All matters relating to Infrastructure namely of Ministries/Departments of Power, Civil Aviation, Surface Transport, Ports, Railways, Communication, Petroleum and Natural Gas, Non-Conventional Energy and Coal would be handled by Infrastructure Section).