

Foreign Trade (State Trading) Section

1.	Part-time appointments on the Board of Director of STC and PEC.	Minister	DIR**/AS/ Secretary
2.	VIP references from Members of Parliament	Minister	DIR**/AS
3	Appointment of Chairman and Full –time Directors.	Minister	DIR**/AS/ Secretary
4.	Visits of Chairman/Director of STC & PEC abroad.	Minister	SO*/DIR**/AS
5.	Parliamentary matters like Questions, Motions Short-notice Questions etc.	Minister	SO*/DIR**/AS/ Secretary
6.	Notes for the Cabinet.	Minister	DIR**/AS/ Secretary
7.	Deputation abroad of officers of Ministry as Members of delegations.	Minister	SO*/DIR**/AS/ Secretary
8.	Comments on Cabinet notes received from other Ministries.	Minister	SO*/DIR**
9.	Proposals for entering into link deals parallel deals or other arrangements linking imports with exports.	Secretary	SO*/DIR**/AS
10.	Performance review meetings on the activities of STC/PEC.	Secretary	SO*/ DIR**/AS
11.	Amendment of Memorandum and Articles of Associations of STC/PEC.	Secretary	SO*/DIR**/AS
12.	Proposals from STC/PEC to invest money or other matters involving financial implications.	Secretary	SO*/DIR**/AS
13.	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	AS	SO*/DIR**
14.	References concerning import/export policy.	AS	SO**//DIR**
15.	Budget & Accounts or STC/PEC	AS	SO*/DIR**
16.	Coordination in respect of matters concerning all PSUs under Deptt. of Commerce.	AS	SO*/DIR**
17.	References from Bureau of Public Enterprises	AS	SO*/DIR**
18.	Monitoring of prices of items handled by STC	AS	SO*/DIR**
19,	Coordination of work relating to foreign exchange allotment by Ministry of Finance on account of Public Sector imports.	AS	SO*/DIR**
20.	Important references to other Ministries of matters concerning STC/PEC.	AS	SO*/DIR**
21.	Replies to PAC Paras/Audit Paras.	AS	SO*/DIR**
22.	Performance Budget of STC/PEC	AS	SO*/DIR**
23.	Annual Administrative Report of STC/PEC	AS	SO*/DIR**
24.	Submission of Monthly Summary for the Cabinet and M&E reports.	AS	SO*/DIR**

25.	Approval of Budget Estimates of STC/PEC and foreign exchange release for foreign offices of STC/PEC	AS	SO*/DIR**
26.	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 Ministry of Commerce.	DIR**	SO*