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| 1. | Economic & Commercial Report | JS/AS | DO*/DIR** |
| 2. | Trade Agreements | Minister | DO*/DIR**/JS/AS/ Secretary |
| 3. | Joint Business/Joint Commission Meetings | Secretary | DO*/DIR**/JS/AS |
| 4. | Trade Enquiries | DIR** | DO* |
| 5. | Trade Complaints/Disputes | DIR** | DO* |
| 6. | Tender Notices | DIR** | DO* |
| 7. | Trade Analysis | Secretary | DO*/DIR**/JS/AS |
| 8. | EXIM Policy matters/ Legal issues | Secretary | DO*/DIR**/JS/AS |
| 9. | Incoming Trade Delegation | Secretary | DO*/DIR**/JS/AS |
| 10. | Outgoing Trade Delegation | Minister | DO*/DIR**/JS/AS/ AS&FA/Secretary |
| 11. | Fairs and Exhibitions -Circulation | DIR** | DO* |
| | -Participation | Secretary | DO*/DIR**/JS/AS/ AS&FA |
| 12. | Export Promotion Measures | JS/AS | DO*/DIR** |
| 13. | Notes for the Cabinet | Minister | DO*/DIR**/JS/AS/ Secretary |
| 14. | Staff matters of CRs | JS/AS | DO*/DIR** |
| 15. | According State Guest status to foreign delegations | Secretary | DO*/DIR**/JS/AS |
| 16. | VIP References | Minister | DO*/DIR**/JS/AS |
| 17. | Parliament Questions | Minister | DO*/DIR**/JS/AS/ Secretary |