

## **LIST OF SUBJECTS**

1. Arrangements for residential accommodation for the officers and staff of the Department including approval of the scale of accommodation.
2. Office accommodation, shifting and arrangements connected therewith.
3. Issue of Identity cards.
4. Deliveries of Group 'D' staff.
5. Stationery and printing.
6. Office equipment including typewriters, Air Conditioners etc.
7. Office furniture.
8. Cycles - supply and maintenance.
9. Telephones - Office/Residential. Passing of telephone bills.
10. Staff Cars.
11. Local purchases.
12. Issue of formal administrative sanctions to meet office expenditure from contingencies in respect of expenditure incurred by various Sections in the Department of Commerce.
13. Passing of bills for refreshments etc.
14. Arranging Air-coolers, fans, heaters, towels, soaps, glass tumblers etc., for the officers and staff of the Department.
15. Book Binding.
16. Rubber stamps and brass seals.