

O&M Section

1.	Keeping a watch on the disposal of references received by Commerce Minister from MPs and other VIPs.	Secretary	JA/SA/DIR**/ AS&FA
2.	Organisational & Method Studies and processing of recommendations of Study Teams/Committee.	AS&FA	SA/DIR**
3.	Distribution of work among Sections in the Department.	Secretary	JA/SA/DIR**/ AS&FA
4.	Processing of proposals regarding Delegation of Financial Power Rules.	Secretary	JA/SA/DIR**/ AS&FA
5.	O&M Inspection report-Drawing up of Schedule thereof.	DIR**	JA/SA
6.	Follow up action on the Inspection reports of the Sections.	DIR**	JA/SA
7.	Proposal for amendment in the Allocation of Business Rules	Minister	JA/SA/DIR**/ AS&FA/Secretary
8.	Manual of Office Procedure –Proposal for review, revision & up-to dating of Manual.	DIR**	JA/SA
9.	Record Management – Half Yearly special drive on recording, reviewing and weeding of records	DIR**	JA/.SA
10.	Preparation of Induction Material	AS&FA	JA/SA/DIR**
11.	Selection and nomination of participants for the training courses in India organised/conducted by the various Institutes.	DIR**	JA/SA
12.	Giving suggestions on the recruitment rules for newly created posts. etc.	DIR**	SA
13	Work Measurement Studies in the Deptt. of Commerce and its attached & Subordinate Offices and autonomous bodies with a view to asses the staff requirements.	AS&FA	SA/DIR**
14	Examination of proposals relating to i) Upgradation/downgradation of posts ii) Retention of posts iii) Approval/revival of the posts iv Re-organisation of the offices/Sections i) Continuation of posts vi) Setting up of regional/sub-zonal office etc.	AS&FA AS&FA AS&FA AS&FA AS&FA AS&FA	JA/SA/DIR** JA/SA/DIR** JA/SA/DIR** JA/SA/DIR** JA/SA/DIR** JA/SA/DIR**
15	Liaison with SIU	DIR**	JA/SA