

LIST OF SUBJECTS

1. All protocol arrangements for the Foreign Trade delegations, including the following:-
 - a) Arrangements for the reception of the visiting delegations at the airport, railway stations, etc.
 - b) Arrangements for Hotel accommodation
 - c) Arrangement for transport
 - d) Coordination with the Ministry of Home Affairs, Ministry of External Affairs, the Delhi Administration, Police and Security Authorities in connection with the visits.
 - e) Arrangements regarding official lunches/dinners, receptions signing ceremony of trade agreements) etc. given by the Department of Commerce to the visiting delegations.
 - f) Coordination of arrangements with the State Governments concerned for the visits of the Delegations to places in India (Outside Delhi).
 - g) Arrangements for purchase of gifts for visiting delegations.
2. Protocol Accounts:
 - a) Control of expenditure on delegations from abroad and entertainment of visitors.
 - b) Preparation of estimates of visits of Foreign Trade Delegations and obtaining financial sanctions thereof.
 - c) Scrutiny and clearance of all bills relating to expenditure, incurred on State Guests in respect of hotel accommodation, road transport, invitation cards, air, road and rail travel throughout India and social functions.
 - d) Processing payment of bills presented by State Governments for expenditure incurred by them on the visiting delegations.
 - e) Parliament Questions relating to visit of incoming foreign delegations.
 - f) Audit objections
 - g) Passport and visas work
 - h) To receive and see off Indian delegations going abroad. To Purchase gifts for them. Despatch of gifts for Indian delegations. Reception and seeing off foreign dignitaries coming for trade talks.
 - I) Procurement and distribution of invitation cards etc. in connection with Republic Day and Independence Day celebrations, etc.
3. Air booking for the officers of the Department for official travel.