

. <u>Trade Promotion Section</u>			
1	Release of Funds(Plan as well as non plan) to IIFT, IIP and ITPO	DIR	SO*
2	VIP References	Minister	SO*/DIR**/JS
3	Parliament Question	Minister	SO*/DIR**/JS/ Secretary
4	EAC, Finalisation of overseas programme of ITPO	AS&FA	SO*/DIR**/JS
5	Cabinet Notes	Minister	SO*/DIR**/JS/ Secretary
6	Court Cases	JS	SO*/DIR**
7	C&AG para	JS	SO*/DIR**
8	Furnishing of factual information called by other sections of the Department for reply to Parliament Question	JS	SO*/DIR**
9	Meeting of Governing Body of IIFT/IIP/NCTI	Secretary	SO*/DIR**/JS
10	Constitution of Board of Directors ITPO/IIP/NCTI	Minister	SO*/DIR**/JS/ Secretary
11	Annual Action Plan	JS	SO*/DIR**
12	Signing of MOU of ITPO	Secretary	SO*/DIR**/JS
13	Appointment/confirmation of Chief Executives of ITPO/IIFT/NCTI/IIP	Minister	SO*/DIR**/JS/ Secretary
14	Deputation/tour of the Chief Executives of IIFT/IIP	Minister	SO*/DIR**/JS/ Secretary
15	Processing other requirements of the ITPO for which Govt. help may needed	Secretary	SO*/DIR**/JS
16	Processing other requirements of the ITPO in terms of fairs conducted	Secretary	SO*/DIR**/JS
17	MOUs/Ties signed by IIFT with various Universities	Minister	SO*/DIR**/JS/ Secretary