

**CHANNEL OF SUBMISSION AND FINAL LEVEL
OF DISPOSAL OF CASES**

**MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
O&M DIVISION**

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S. No.	Type of cases	Channel of Submission	Level of Disposal
1.	Directorate General of Trade Remedies (DGTR)		
1)	Investigations (ADD/CVD/Safeguard)	Investigating Officer and/or Costing Officer (at the level of Assistant Director and/or Deputy Director and/or Joint Director and/or Director in DGTR) > Additional Director General/Advisor > Director General	Director General
2)	Trade Defence (ADD/CVD/Safeguard)	Investigating Officer and/or Costing Officer (at the level of Assistant Director and/or Deputy Director and/or Joint Director and/or Director in DGTR) > Additional Director General/Advisor > Director General	Director General
3)	Trade Policy Cell	Investigating Officer and/or Costing Officer (at the level of Assistant Director and/or Deputy Director and/or Joint Director and/or Director in DGTR) > Additional Director General/Advisor > Director General	Director General
4)	VIP references	ASO and/or Deputy Director > Additional Director General > Director General > CIM/MoS as procedures	CIM/MoS as procedures
5)	Parliament Question i. Starred	ASO and/or Deputy Director > Additional Director General > Director General > CIM/MoS as procedure	CIM/MoS as procedure
	ii. Unstarred	ASO and/or Deputy Director > Additional Director General > Director General > CIM/MoS as procedure	MoS as per procedures

S. No.	Type of cases	Channel of Submission	Level of Disposal
6)	Other Parliamentary references	ASO and/or Deputy Director>Additional Director General > Director General	Director General
7)	Administrative matters	ASO and/or SO/US/DS > Additional Director General > Director General	Director General
8)	Misc. representations from industry/ other Divisions of DoC	ASO and/or > Additional Director General/ Director General > Director General	Director General
9)	Monthly returns	ASO>SO>US	US
2.	Budget & Accounts		
1)	Matters disposed off up to the level of the Commerce Secretary/MoF	AO/ Sr.AO>CCA> AS&FA>Secretary	Secretary
2)	All other matters disposed off at the level of AS&FA	ASO>AO/ Sr.AO >CCA>AS&FA	AS&FA
3.	Cash-I		
1)	Sanction for Computer Advance/House Building Advance	ASO/SO/US>Dir> JS (Admn.)	JS (Admn.)
2)	Sanction for withdrawal from GPF	ASO/SO/US>Dir> JS (Admn.)& HoD	JS (Admn.)& HoD
3)	Sanction of GPF Advance	ASO/SO/DDO*> HoO	HoO
4)	Sanction for final payment of GPF	ASO/SO/DDO*> HoO	HoO
5)	Sanction for LTC advance	ASO/SO/DDO*> HoO	HoO
6)	Sanction for payment of Traveling Allowance (TA) Advance (except in case of Class-I / Self Controlling Officers).	ASO/SO/DDO*> HoO	HoO
7)	Approval in r/o adjustment of/claim of TA/LTC bills(except in case of Class-I / Self Controlling	ASO/SO/DDO*> HoO	HoO

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Officers)		
8)	Sanction for Children Education Allowance	ASO/SO/DDO*> HoO	HoO
9)	Settlement of audit objections	ASO/SO/DDO/US >Dir>JS	JS
10)	Disposal of RTI Applications	ASO/SO/DDO/US> CPIO (Dir/DS)	CPIO (Dir/DS)
11)	Disposal of RTI Appeals	ASO/SO/DDO/US>Dir>JS (Appellate Authority)	JS (Appellate Authority)
12)	Parliament questions (Starred Questions)	SO/US>Dir>JS> Secretary> Hon’ble Minister	Hon’ble Minister
13)	Parliament questions (Unstarred Questions)	SO/US>Dir>JS> Hon’ble MoS	Hon’ble MoS
<i>* Note: In the asterisked cases, the Head of Office (HoO), presently an Under-Secretary level officer, is the approving authority. In these cases, it is felt that the submission of files from ASO/SO to HOO (US) [within Level-1] cannot be avoided as the HoO need to take a decision based on the records held at the Section level</i>			
4.	Cash II		
The following matters in respect of Group-C and Contractual employees:-			
1)	Sanction for Computer Advance/House Building Advance	ASO/SO/US>Dir> JS(Admn)	JS(Admn)
2)	Sanction for withdrawal from GPF	ASO/SO/US>Dir> JS(Admn) &HoD	JS(Admn) &HoD
3)	Sanction of GPF Advance	ASO/SO/DDO*> HoO	HoO
4)	Sanction for final payment of GPF	ASO/SO/DDO*> HoO	HoO
5)	Sanction for LTC advance	ASO/SO/DDO*> HoO	HoO
6)	Sanction for payment of Traveling Allowance (TA) Advance.	ASO/SO/DDO*> HoO	HoO
7)	Approval in r/o adjustment of/claim of TA/LTC bills (in r/o Officers other than Class-I Officers).	ASO/SO/DDO*> HoO	HoO

S. No.	Type of cases	Channel of Submission	Level of Disposal
8)	Sanction for Children Education Allowance	ASO/SO/DDO*> HoO	HoO
9)	Settlement of audit objections	ASO/SO/DDO/US >Dir>JS	JS
10)	Disposal of RTI applications	ASO/SO/DDO/US> CPIO (Dir/DS)	CPIO (Dir/DS)
11)	Disposal of RTI appeals	ASO/SO/DDO/US>Dir>JS (Appellate Authority)	JS (Appellate Authority)
12)	Parliament questions (Starred Questions)	SO/US>Dir>JS> Secretary> Hon'ble Minister	Hon'ble Minister
13)	Parliament questions (Unstarred Questions)	SO/US>Dir>JS> Hon'ble MoS	Hon'ble MoS
14)	Budget proposals	ASO/SO/DDO/US >Dir>JS	JS
15)	Preparation of monthly expenditure statement and submission to B&A Section/O/o CPAO	ASO/SO/DDO/US >Dir>JS	JS
16)	Correspondence with Directorate of Estates.	ASO/SO/US> Dir / JS	Dir / JS

** Note: In the asterisked cases, the Head of Office (HoO), presently an Under Secretary level officer, is the approving authority. In these cases, it is felt that the submission of files from ASO/SO to HOO (US) [within Level-1] cannot be avoided as the HoO need to take a decision based on the records held at the Section level.*

	Cashier Cell		
1)	Sanction for Conveyance Hire reimbursement (except in case of Gazetted officers).	Cashier/SO/DDO> HoO*	HoO*
2)	Correspondence with bank.	Cashier/SO/DDO/US> Dir	Dir

** Note: In the asterisked cases, the Head of Office (HoO), presently an Under Secretary level officer, is the approving authority. In these cases, it is felt that the submission of files from ASO/SO to HOO (US) [within Level-1] cannot be avoided as the HoO need to take a decision based on the records held at the Section level.*

S. No.	Type of cases	Channel of Submission	Level of Disposal
5.	Economic & Social Commission for Asia & Pacific [ESCAP]		
1)	Policy issues relating to ESCAP projects and programmes.	ASO/SO/US >DS>JS> Secretary	Secretary
2)	Minister's statement for ESCAP's Ministerial Conferences/Annual Session	DS > JS > Secretary> Minister	Minister
3)	Preparation of Statement/ Country Statement for Annual Session of ESCAP/Committee's meetings etc.	ASO/SO/US >DS>JS > Secretary	Secretary
4)	Preparation of material for ESCAP Committee's meeting etc.	ASO/ SO> US > DS>JS	JS
5)	Coordination of matters relating to nominations from various ministries for participation in ESCAP meeting, seminars, workshop, training programmes and symposia etc.	ASO/ SO> US > DS>JS	JS
6)	VIP References.	ASO/SO/US>DS> JS> Secretary> Minister/MoS	Minister/MoS
7)	Parliament questions: - i. Starred	ASO/SO/US > DS > JS > Secretary> Minister	Minister
	ii. Unstarred	ASO/SO/US > DS > JS > Secretary> MoS	MoS
6.	Establishment – I		

S. No.	Type of cases	Channel of Submission	Level of Disposal
1)	Establishment cases of Gazetted Officers other than members of CSCS, CSSS of the Department, its attached offices and other than the work looked after by E-IV, involving references to and from:- <ul style="list-style-type: none"> i. The Union Public Service Commission (UPSC); ii. The Appointments Committee of the Cabinet (ACC) iii. Department of Personnel & Training and the Cabinet Secretariat; iv. Departmental Promotion Committee (DPC). 	SO*>Dir**>JS SO*>Dir**>JS>Secretary>Minister SO*>Dir**>JS>Secretary SO*>Dir**>JS> Secretary/ Minister	JS Minister Secretary Secretary/ Minister
2)	All establishment matters relating to Gazetted officers of Department of Commerce, viz., vacancy position, appointment against vacancies etc.	SO*>Dir**>JS	JS
3)	Establishment matters relating to appointment etc. under the Central Staffing Scheme involving references to and from the :- Civil Service Board(CSB) / Appointments Committee of Cabinet(ACC)	SO>Dir>JS>Secretary>Minister	Minister
4)	Appointment to the Grade of Section Officer against seniority quota (SQ)	SO>Dir>JS>Secretary> Minister	Minister
5)	Framing of recruitment rules in respect of Gazetted officers.	SO>Dir>JS>Secretary> Minister	Minister
6)	Maintenance of Communal Roster for Gazetted posts in the Department of Commerce.	SO*> Dir**	Dir**
7)	Allocation of work amongst officers in the Department of Commerce.	SO*>Dir**>JS/ Secretary	JS/ Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
8)	Fixation of pay of Group 'A' officers involving issues of special sanction.	SO*>Dir**> JS	JS
9)	Misc. establishment matters in respect of Gazetted officers of the Department, viz. grant of leave, encashment of leave, forwarding of applications to UPSC, etc., verification of character and antecedents, medical examination of officers appointed through UPSC.	SO*> Dir**	Dir**
10)	References relating to Home Town declaration in respect of Gazetted officers in the Department proper.	SO*>Dir**>JS	JS
11)	Work relating to Indian Economic Service/ Indian Statistical Service/Indian Cost & Accounts Service (ICOS), Indian Trade Services (ITS) and Official Language.	SO*> Dir**	Dir**
12)	Work relating to Group Insurance Scheme for Central Government Employees (for Gazetted officers).	SO* >Dir**	Dir**
13)	Work relating to maintenance of service records, fixation of pay etc. in respect of all Gazetted officers.	SO*> Dir**	Dir**
14)	Verification of service of Gazetted officers.	SO*> Dir**	Dir**
* SO or RO or DO or US as the case may be.			
** DS or Dir as the case may be.			
	Confidential Cell		
1.	Matters relating to ACR/APAR	SO>Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
7.	Establishment – II		
1)	All matters relating to appointment of following categories of Stenographers: - (i) Senior Principal Private Secretary & Principal Staff Officer; (ii) Principal Private Secretary (iii) Grade ‘A’ & ‘B’ merged Stenographers (Private Secretary) (iv) Grade ‘C’ Stenographer (PA)- Appointment, Confirmation & Promotion; (v) Grade ‘D’ Stenographer- Appointment, Confirmation & Promotion.	SO*/US*>Dir**>JS > Secretary> Minister SO*/US*>Dir**>JS >Secretary> Minister SO*/US*>Dir**>JS> Secretary SO* /US*>Dir**> JS SO*/US*> Dir**	Minister Minister Secretary JS Dir**
2)	All matters relating to ASOs- Appointment, Confirmation & Promotion.	SO*/US*>Dir**> JS	JS
3)	All matters relating to SSAs - Appointment, Confirmation & Promotion.	SO*/US*> Dir**	Dir**
4)	All matters relating to JSAs - Appointment, Confirmation & Promotion.	SO*/US*> Dir**	Dir**
5)	All matters relating to Investigators Appointment, Confirmation & Promotion.	SO*/US*> Dir**	Dir**
6)	All matters relating to :- (i) Senior Translation officers – Appointment, Confirmation & Promotion; (ii) Junior Translation officers - Appointment, Confirmation & Promotion;	SO*/US*>Dir**>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
7)	All matters relating to Senior Accountants.	SO*/US*>Dir**>JS	JS
8)	All matters relating to Staff Car Drivers-Appointment, Confirmation & Promotion;	SO*/US*> Dir**	Dir**
9)	All matters relating to - Computists, Record Keepers, Watchers, Despatch Riders, Appointment, Confirmation & Promotion.	SO*/US*> Dir**	Dir**
10)	Recruitment Rules of Investigator / Computist / Watcher/ Staff Car Driver / Record Keeper / Despatch Riders.	SO*/US*>Dir**>JS	JS
11)	Recruitment Rules of Senior Accountant	SO*/US*>Dir**>JS>Secretary	Secretary
12)	Posting and transfer of Non -Gazetted staff	SO*/US*> Dir**	Dir**
13)	DPC for Group 'C' posts.	SO*/US*> Dir**	Dir**
14)	DPC for Group 'B' posts. (Non –Gazetted staff).	SO*/US*>Dir**>JS	JS
15)	Maintenance of post based roster for Non-Gazetted posts in the Department of Commerce.	SO*>US	US
16)	Miscellaneous establishment matters in respect of Non-Gazetted staff- forwarding of application to UPSC / SSC, verification of character and antecedents and medical examinations, etc.	SO*>US	US
17)	References relating to change in home town declaration in respect of non-Gazetted staff in the department proper:- (i) Group 'C' posts;	SO*/US*> Dir**	Dir**
	(ii) Group 'B' posts; (Non-Gazetted)	SO*/US*>Dir**>JS	JS
18)	Issue of administrative sanctions in respect of the central Government Employees Insurance scheme in respect of deceased/ retiring officers.	SO*>US	US

S. No.	Type of cases	Channel of Submission	Level of Disposal
19)	Work relating to Group Insurance scheme for central Government Employees (for Non-Gazetted employees).	SO*>US	US
20)	All Matters relating to :- (i) Processing & Sanction of Pension on superannuation, Voluntary Retirement, and Family Pension Cases etc. (ii) Revision of pension / Family pension of pensioner as per orders of Department of Pension & pensioners` / Department of Expenditure. (iii) Correction in Name, Date of Birth of Family Pensioner (iv) Sanction of arrear of pension/ family pension of deceased pensioner above Rs. 50,000/-	SO*/US*> HOO (US) SO*/US*> HOO (US) SO*/US*>Dir**> HOD (JS) SO*/US*>Dir**> HOD (JS)	HOO (US) HOO (US) HOD (JS) HOD (JS)
21)	Parliament question:- (i) Starred: (ii) Unstarred;	SO*/US*>Dir**>JS> Secretary>Minister SO*/ US*>Dir**>JS> Secretary>MoS	Minister MoS
22)	Grant of Child care Leave, Leave encashment, fixation of pay, permission for Higher Education etc.	SO*/US*> Dir**	Dir**
* SO or ASO or US as the case may be. ** DS or Dir as the case may be.			
8.	Establishment – III		
1)	Creation/ abolition of posts	SO /US> Dir /DS> JS> Secretary> Minister	Minister
2)	Continuation of temporary posts	SO /US> Dir /DS> JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
3)	Upgradation/ downgradation of posts	SO /US> Dir /DS> JS	JS
4)	Annual Direct Recruitment Plan Meeting	SO /US> Dir /DS> JS> Secretary	Secretary
5)	All appointment related matters of Multi Tasking Staff viz. medical examination and verification of character and antecedents.	SO/ US> Dir or DS	Dir or DS
6)	All service matters relating to Multi Tasking Staff, viz. verification of services, maintenance of Service Books and attestation of entries therein, posting/ transfer, grant of increments, grant of leave, promotion, etc.	SO>US	US
7)	Preparation of pension papers of Multi Tasking Staff including sanctions for the amount payable under Central Government Employees Insurance Scheme (CGEIS) in respect of deceased/ retiring Group 'D' staff.	SO >US	US
8)	Disciplinary actions against Multi Tasking Staff	SO/ US> Dir/DS	Dir/DS
9)	Issue of CGHS cards to all the employees and all related matters.	SO	SO
10)	Issuance of No Objection Certificate to the employee on transfer/ retirement.	SO	SO
11)	All reservation matters regarding SCs/ STs/ OBCs and persons with disabilities, etc.	SO/ US> Dir or DS	Dir or DS
12)	Maintenance of SC/ ST reservation rosters relating to Multi Tasking Staff.	SO/ US> Dir or DS	Dir or DS
13)	Appointment/ renewal of authorised medical attendants for the employees of DoC.	SO/US> Dir/ DS>JS	JS
14)	Convening Departmental Council Meetings, preparation of agenda points, ATRs and issue of minutes.	SO /US > Dir/ DS> JS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
15)	Issue of invitation cards to the senior officers of this Department on the eve of Republic Day and Independence Day ceremony	SO/US> Dir or DS	Dir or DS
16)	Grant of permission for taking medical treatment from CGHS recognised hospitals	SO/US> Dir or DS	Dir or DS
17)	Grant of permission for taking tests/ investigations at CGHS recognised labs on the recommendation of Government hospital.	SO>US	US
18-A)	Reimbursement of medical claims up to Rs.2000/- for OPD and up to Rs.5000/- for IPD treatment	SO>HOO	HOO
18-B)	Reimbursement of medical claims up to Rs. 50000/- to all the employees.	SO/US> Dir or DS	Dir or DS
18-C)	Reimbursement of medical claims above Rs. 50000/- ; granting of credit facility, medical advance, etc. to all the employees.	SO/ US> Dir/DS>JS	JS
19)	Issue of circulars, etc.	SO>US	US
20)	Unstarred Parliament question regarding SC/ ST/ OBC matters.	SO/US > Dir / DS> JS>MoS	MoS
21)	Starred Parliament question regarding SC/ ST/ OBC matters.	SO/US > Dir / DS> JS> Secretary>Minister	Minister
9.	Establishment – IV		
1)	All appointments to the Joint Secretary level posts in the organisations which are filled through the mechanism of Central Staffing Scheme.	SO/US>DS/Dir or equivalent >JS/AS >Secretary >CIM	CIM
2)	Appointments in any of the organisation of the Department of Commerce to the post carrying a pay scale of Rs.18400-22400/- (Revised) and above and the posts of Chairman and Managing Director of any organisation irrespective of its pay scale through the	SO/US>DS/Dir or equivalent >JS/AS > Secretary >CIM	CIM

S. No.	Type of cases	Channel of Submission	Level of Disposal
	mechanism of Search-cum-Selection Committee/ the Appointments Committee of the Cabinet (ACC).		
3)	Appointment of functional Directors including CMDs in the Public Sector Undertaking of the Department of Commerce which are filled through the route of PESB/ ACC.	SO/US>DS/Dir or equivalent >JS/AS > Secretary >CIM	CIM
4)	Extension/additional charge arrangement relating to the post mentioned in para (1) to (3)	SO/US>DS/Dir or equivalent >JS/AS > Secretary >CIM	CIM
5)	Monitoring of vacancy position of the above categories of posts and the required follow up action thereon.	ASO/SO>US> DS/Dir or equivalent > JS/AS	JS/AS
6)	Confirmation of CMDs and Directors in the Public Sector Undertaking of the Department of Commerce	SO/US>DS/Dir or equivalent > JS/AS> Secretary	Secretary
7)	Personal matters of CMDs and Directors in the Public Sector Undertaking of the Department of Commerce i.e. permission of further studies/passport etc.	ASO/SO>US> DS/Dir or equivalent> JS/AS	JS/AS
8)	RTI Matter (for information)	ASO> SO/US> DS/Dir or equivalent	DS/Dir or equivalent
	For Appeals	JS/AS	JS/AS
9)	Routine matters such as reminder letters, compilation of monthly / quarterly report	ASO> SO/US> DS/Dir or equivalent	DS/Dir or equivalent
10.	Export & Marketing Development Assistance [E&MDA]		
E&MDA (ECGC & NEIA)			
1)	VIP references	ASO/SO/AD/US/DD>Director*>JS/AS> Secretary>Minister/ MoS	Minister/ MoS
2)	Appointment of part-time Directors	ASO/SO/AD/US/DD>Director*>JS/AS> Secretary >Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
3)	Leave/foreign tour of CMD	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary	Secretary
4)	Visits of ECGC's officials: Open Photo ID cards/Validation slips	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
5)	Comments on Cabinet Notes received from other Ministries	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
6)	Parliament Questions: Starred	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary>Minister	Minister
7)	Parliament Questions: Unstarred	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary>MoS	MoS
8)	Parliamentary Assurances	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary>MoS	MoS
9)	Inputs for Parliament Questions to other Divisions/Departments	ASO/SO/AD >US/DD>Director*>JS/AS	JS/AS
10)	Notes for the EFC/Cabinet/Cabinet Committee	ASO/SO/US>Director*>JS/AS>Secretary>Minister	Minister
11)	Amendment of Memorandum and Articles of Associations of the Company	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary>Minister	Minister
12)	Budget & Accounts	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
13)	References from Department of Public Enterprises	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
14)	Replies to PAC Paras/Audit Paras	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
15)	Important references to other Ministries on matters concerning ECGC	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
16)	Laying of Annual Report of ECGC and Audited Accounts of NEIA Trust	ASO/SO/AD/US/DD>Director*>JS/AS>Secretary>MoS	MoS
17)	Memorandum of Understanding	ASO/SO/AD/US/DD>Director*>JS/AS>	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
		Secretary	
18)	Complaints/Public Grievances	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
	Appeals	ASO/SO/AD/US/DD>Director*>JS/AS>JS/AS(Appellate Authority)	JS/AS(AA)
19)	RTI Applications	ASO>SO/AD>US/DD>Director*(CPIO)	Director*(CPI O)
	RTI Appeals	ASO/SO/AD>US/DD>Director*(CPIO)>JS/AS(FAA)	JS/AS(FAA)
20)	Court Cases	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
21)	Submission of regular reports/information	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
22)	COD Meeting of NEIA Trust	ASO/SO/AD/US/DD>Director*>JS/AS> Secretary	Secretary
23)	Other important administrative/ policy matters	ASO/SO/AD/US/DD>Director*>JS/AS> Secretary>Minister	Minister
24)	Follow up actions on Review Meetings of ECGC/ Meetings with other organisations	ASO/SO/AD>US/DD>Director*>JS/AS	JS/AS
<i>*DS/Director as the case may be.</i>			
E&MDA (MAI)			
1)	Market Access Initiative Scheme and related policy matters	ASO/SO/AD/US/DD>DS/Dir > JS/AS>Secretary	Secretary
2)	Market Access Initiative Scheme approval of action plans/events/activities	ASO/SO/AD/US/DD>DS/Dir > JS/AS>Secretary	Secretary
3)	Release of Grant -in aid to EPCs/Trade Bodies/ Eligible Agencies under Market Access Initiative	ASO/SO/AD/US/ DD> DS/Dir > JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Scheme, as per approval.		
4)	Ancillary issues on Market Access Initiative Scheme	ASO/SO/AD/US/ DD> DS/Dir > JS/AS	JS/AS
5)	Policy matters relating to Export Promotion Councils	ASO/SO/AD/US/DD>DS/Dir > JS/AS>Secretary	Secretary
6)	FIEO Matters	ASO/SO/AD/US/DD>DS/Dir > JS/AS>Secretary	Secretary
7)	Audit Paras	ASO/SO/AD/US/ DD> DS/Dir > JS/AS	JS/AS
11.	Export Inspection Section		
1)	VIP references.	SO*>Dir**>JS> Minister/ MoS	Minister/ MoS
2)	Parliament Questions: - (i) Starred; (ii) Unstarred.	SO*>Dir**>JS> Secretary> Minister SO*>Dir**>JS> MoS	Minister MoS
3)	Administrative work and other matters relating to EIC.	SO*>Dir**> JS	JS
4)	Investigation of complaints received from exporters (foreign countries through our High Commissions/ Embassies regarding export of sub-standard material).	SO*>Dir**> JS	JS
5)	All matters relating to enforcement of the Export (Quality Control and Inspection) Act, 1963, including processing of applications for the recognition of private inspection agencies under Section 7 of the Act.	SO*>Dir**> JS	JS
6)	Co-ordination work relating to introduction of compulsory quality control and pre-shipment inspection in consultation with commodity sections. Where necessary, work relating to	SO*>Dir**> JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	individual commodities will, however, be done by the commodity sections concerned in consultation with export inspection section.		
7)	Examination of the observations made by the Committee on the Subordinate Legislation on the Rules laid on the Table of the Houses.	SO*>Dir**>JS> Secretary> Minister	Minister
8)	Laying of annual report/ audited accounts of EIC/ EIAs on the Table of both the Houses of Parliament.	SO*>Dir**>JS> Secretary> Minister/ MoS	Minister/ MoS
9)	RTI application.	SO*>Dir**	Dir**
*SO or DO or US as the case may be			
**DS or DIR as the case may be			
12.	Export Oriented Units		
1)	Work related to formulation/amendment of Foreign Trade Policy (FTP) and Hand Book of Procedure relating to EOUs	US>Dir>AS> Secretary	Secretary
2)	Clarifications/interpretation to FTP	SO>Dir> AS	AS
3)	BOA meetings for EOUs (i) Preparation of Agenda	US>Dir> AS	AS
	(ii) Approval of Minutes	US>Dir>AS > Secretary	Secretary
4)	Parliament Questions (i) Starred	US>Dir>AS> Secretary> Minister	Minister
	(ii) Unstarred	US>Dir>AS> MoS	MoS
5)	Compilation of data on EOUs	ASO>US	US

S. No.	Type of cases	Channel of Submission	Level of Disposal
6)	VIP References: (i) To be replied by Secretary (ii) To be replied by Minister	SO>Dir>JS> Secretary SO>Dir>JS> Secretary> Minister	Secretary Minister
7)	Reply to audit paras of CAG/PAC	SO>Dir>JS> Secretary/AS	Secretary/AS
8)	RTI matters	ASO>SO> Director	Director
9)	Release of funds to DCs of SEZs for reimbursement of CST, etc	SO>Dir>JS> AS&FA	AS&FA
13.	Export Planning-I		
1)	Foreign trade statistics monthly press release.	DD>Dir/DS>EA /AS> Secretary	Secretary
2)	Monthly D.O. to the Cabinet Secretary & monthly summary.	DD>Dir/DS>EA /AS> Secretary	Secretary
3)	SDDS data base of IMF.	DD>Dir/DS>EA /AS> Secretary	Secretary
4)	Research studies on areas of topical interest. In house research and preparation of papers, notes on specific economic issues.	DD>Dir/DS >EA/AS> Secretary	Secretary
5)	Co-ordination work relating to Economic Survey, etc.	DD>Dir/DS >EA/AS> Secretary	Secretary
6)	Inputs for speeches/ discussions, etc. for Minister	DD>Dir/DS> EA	EA
7)	Monitoring and analysis of monthly commodity wise and country wise data on import and reporting observed surges.	DD>Dir/DS >EA/AS> Secretary	Secretary
8)	Raise alerts to the concerned territorial division, department/Ministries including the Ministry of Finance, DGFT, Department of Revenue/CBIC, DGTR and Export Promotion Councils, regarding import surge	DD>Dir/DS >EA/AS> Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
9)	Monitoring of import and identification of products for import substitution.	DD>Dir/DS >EA/AS> Secretary >CIM	CIM
10)	Formulate appropriate modalities for taking remedial measures to check surge in imports and to reduce dependence on imports.	DD>Dir/DS >EA/AS> Secretary	Secretary
11)	To constantly flag the surge in imports issues to DPIIT for enhancing domestic capacity.	DD>Dir/DS >EA/AS> Secretary	Secretary
12)	Study the overall import basket through an annual Position Paper.	DD>Dir/DS >EA/AS> Secretary	Secretary
13)	Parliament Question Replies	DD>Dir/DS>EA /AS> Secretary >CIM/MoS	CIM/ MoS
14)	Inputs for Replies to Parliament Questions	DD>Dir/ DS>EA	EA
14.	Export Planning-II		
1)	Coordination, compilation, editing and finalization of material for Annual Report of the Department of Commerce and getting the document published for laying in the Parliament.	SO/AD>Dir>EA> Secretary	Secretary
2)	Compilation of selected macro-economic indicators of the Indian economy and world economy.	YP/AD>Dir> EA	EA
3)	Commissioning special research studies on international trade and its impact on the economy.	AD>Dir> EA	EA
4)	Coordination and compilation of inputs from concerned Divisions on the Action taken on Cabinet Decisions, Cabinet Observations, decisions of CoS, 'Action taken on Presentations to PM' and 'Working Group of Ministers' and updating the Action Points on the "e-Samiksha" Portal of Cabinet Secretariat on a monthly basis.	AD>Dir> EA	EA

S. No.	Type of cases	Channel of Submission	Level of Disposal
5)	Coordination of the work related to Data Governance Quality Index (DGQI) of NITI Aayog.	SO/AD>Dir> EA	EA
6)	Providing necessary macroeconomic inputs for speeches/messages of the Commerce & Industries Minister for various functions.	AD>Dir> EA	EA
7)	Rendering economic inputs to Territorial Divisions Australia/New Zealand, NAFTA/AM, ASEAN, CIS, SAARC/Iran, NEA and Commodity Divisions EP-Pharmaceuticals, Engineering, Marine Products, Textiles, Gems & Jewellery, Chemicals & Allied Products.	AD>Dir> EA	EA
8)	Coordination of the work related to decriminalization of various provisions in the Acts/Laws administered by DoC.	SO>Dir> EA	EA
9)	Coordination of the work related to Monitoring of Global Indices assigned to DoC.	SO/AD>Dir> EA	EA
10)	Preparation of presentations on behalf of entire Department for Hon'ble PM, CIM and CS for different meetings, as and when required.	AD>Dir>EA> Secretary	Secretary
11)	Parliament questions pertaining to the EPL-II Section if any		
	i. Starred	AD>Dir>EA > Secretary> Minister	Minister
	ii. Unstarred	AD>Dir>EA > Secretary> MoS	MoS
15.	Export Promotion (Agriculture)		
1)	Preparation of Notes for Cabinet & CCEA.	SO*>Dir**>JS***> Secretary> Minister	Minister
2)	Preparation of Notes for COS.	SO*>Dir**>JS***> Secretary> Minister	Minister
3)	Import-Export Policy on Agriculture - Amendment.	SO*>Dir**>JS***> Secretary> Minister/ MoS	Minister/ MoS

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	Administrative matters relating to Committees/ Boards/ Councils: - (i) Appointment of Chief Executive; (ii) Appointment of Group 'A' Officers; (iii) Sanction of posts; (iv) Sanction of budget.	SO*>Dir**>JS***> Secretary> Minister SO*>Dir**>JS***> Secretary > Minister SO*>Dir**>JS***> Secretary SO*>Dir**> JS***	Minister Minister Secretary JS***
5)	Constitution/ reconstitution of Board/ Authority.	SO*>Dir**>JS***> Secretary> Minister	Minister
6)	Examination of Rules/ Regulations in respect of Board/ Authority.	SO*>Dir**>JS***> Secretary> Minister	Minister
7)	All matters relating to Committees/ Boards/ Authorities/ Councils other than those listed in items 4, 5 & 6 above.	SO*>Dir**> JS***	JS***
8)	Policy matters and production/ regulation of FCV tobacco – fixation of penalties and MSP.	SO*>Dir**>JS***> Secretary> Minister	Minister
9)	Participation in fairs & exhibitions abroad.	SO*>Dir**>JS***> Secretary> Minister	Minister
10)	Export promotion measures.	SO*>Dir**> JS***	JS***
11)	VIP references.	SO*>Dir**>JS***> Minister/ MoS	Minister/ MoS
12)	Parliament Questions: - i. Starred; ii. Unstarred.	SO*>Dir** >JS***> Secretary> Minister SO*>Dir**>JS***> MoS	Minister MoS
*SO or DO or US as the case may be **DS or DIR as the case may be ***JS or AS as the case may be			

S. No.	Type of cases	Channel of Submission	Level of Disposal
16.	Export Promotion (Chemicals & Allied Products)		
1)	Recommendation for finalization of Grants-in-aid on the projects already approved under various Schemes such as MAI, TIES, etc.	ASO/SO/AD >US/ DD> Director* >JS	JS
2)	Proposal for participation of EPCs in international exhibitions/fairs	ASO/SO/AD >US/ DD> Director*>JS	JS
3)	Nomination of representatives of the Department to Committees formed by other Departments	ASO/SO/AD/US/ DD>Director* >JS> Secretary	Secretary
4)	VIP Reference	ASO/SO/AD/US/DD> Director*>JS>Secretary> Minister/ MoS	Minister/ MoS
5)	Anti-subsidy / Anti-Dumping / CVD cases.	ASO/SO/AD/US/ DD>Director* >JS> Secretary	Secretary
6)	Laying of Annual Reports of CAPEXIL, PLEXCONCIL, CHEMEXCIL & SHEFEXIL EPCs.	ASO/SO/AD/US/DD>Director*>JS>Secretary> MoS	MoS
7)	Administrative matters of EPCs (If any matter involves amendment in the constitution / Bye-laws or governing body of EPCs / Appointment / Removal of Executive Head, etc)	ASO/SO/AD/US/DD>Director*>JS> Secretary ASO/SO/AD/US/DD>Director*>JS >Secretary> Minister	Secretary Minister
8)	Parliament questions:- i. Starred; ii. Unstarred.	ASO/SO/AD/US/DD> Director*>JS>Secretary> Minister ASO/SO/AD/US/DD> Director*>JS>Secretary> MoS	Minister MoS
9)	Export performance review of EPCs.	ASO/SO/AD>US/ DD>Director*>JS	JS
10)	Major issues raised by Industry Associations and EPCs	ASO/SO/AD>US/ DD>Director*> JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
11)	Minor issues raised by Industry Associations and EPCs	ASO>SO/AD>US/DD>Director*	Director*
12)	Audit Paras	ASO/SO/AD >US/DD>Director*>JS	JS
13)	RTI Matters	ASO >SO/AD>US/DD> Director*	Director* (CPIO)
	RTI Appeal	ASO/SO/AD >US/DD>JS	JS(FAA)
14)	Public grievances / PMO References, etc	ASO/SO/AD> US/DD>Director*> JS	JS
15)	References received from other Divisions/Ministries/Department <ul style="list-style-type: none"> Relevant information to be submitted / Policy related matters Nil information / no inputs 	ASO/SO/AD> US/DD>Director*> JS ASO>SO/AD>US/DD> Director*	JS Director*
16)	Matters related to Special Mentions, Rule 377, etc pertaining to Parliamentary proceedings, Parliamentary Consultative Committees & other such Committees, etc	ASO/SO/AD/US/ DD> Director*>JS> Secretary	JS/Secretary as the case may be
17)	Quarterly Reporting to RTI Division / Hindi Division	ASO>SO/AD>US/DD> Director*	Director*
18)	Monthly Reporting to EPL Division	ASO/SO/AD >US/DD>Director* >JS	JS
19)	Pre-Budget Proposals	ASO/SO/AD >US/DD>Director* >JS	JS
*DS / Director / DDG / Jt. DGFT, as the case may be. ---DD/US/Dy.DGFT, as the case may be.			
17.	Export Promotion (Electronics & Computer Software)		
1)	Recommendations for framing/ amending Foreign Trade Policies in respect of electronics and	ASO/SO*>US> DS/Dir**>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	computer software sector		
2)	Budget proposals for inclusion in Union Budget in respect of electronics and computer software sector	ASO/SO*>US> DS/Dir**>JS	JS
3)	Recommending the projects submitted by electronics and computer software sector	ASO/SO*>US> DS/Dir**>JS	JS
4)	Recommending the proposals of ESC EPC for participation in export promotional fairs and exhibitions within India and abroad under MAIS (5) of Department of Commerce	ASO/SO*>US> DS/Dir**>JS	JS
5)	Meeting of Appraisal Committee of Modified Special Incentive Package Scheme (AC-MSIPS), convened by Ministry of Electronics and Information Technology (MeitY)	ASO/SO*>US> DS/Dir**>JS	JS
6)	VIP References	ASO/SO*>US> DS/Dir**>JS> Minister/ MoS	Minister/ MoS
7)	Parliament Questions: - i. Starred ii. Unstarred	US>DS/Dir**>JS> Secretary >Minister US>DS/Dir**>JS> Secretary >MoS	Minister MoS
8)	Formulation and monitoring of annual action plan	ASO/SO*>US> DS/Dir**>JS	JS
9)	Export Promotion Measures	ASO/SO*>US> DS/Dir**>JS	JS
10)	Analysis of export data of electronics and computer software sector	ASO/SO*>US> DS/Dir**>JS	JS
11)	Cases pertaining to RTI Act, 2005	ASO/SO*>US> DS/Dir**	DS/Dir**
12)	Meetings of Working Committee of ESC EPC	ASO/SO*>US> DS/Dir**	DS/Dir**
13)	Audit Paras relating to ESC EPC	ASO/SO*>US> DS/Dir**	DS/Dir**
14)	Furnishing of various reports/ returns to other	ASO/SO*>US> DS/Dir**	DS/Dir**

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Divisions in DoC		
*ASO/SO as the case may be **DS/DIR as the case may be			
18.	Export Promotion (Engineering)		
1)	Conducting of the elections of the Working Committee of EEPC as an observer.	SO*>Dir**>JS	JS
2)	Processing of MAI proposals of EEPC, industry associations and trade bodies for participation in exhibitions & trade fairs, sending trade delegations abroad and events/RBSMs for promotion of engineering exports from India.	SO*>Dir**>JS	JS
3)	Audit Paras	SO*>Dir**>JS	JS
4)	Finalization of export targets	SO*>Dir**>JS	JS
5)	Examination and follow-up action on the report of the trade delegations, study teams, etc.	SO*>Dir**>JS	JS
6)	Discussion with EEPC panels on different product groups with a view to identifying the constraints on exports and suggesting remedial action	SO*>Dir**>JS	JS
7)	Court cases	SO*>Dir**>JS	JS
8)	Inputs for Foreign Trade Policy	SO*>JS	JS
9)	Parliament Questions: i. Starred	SO*>Dir**>JS> Secretary> Minister	Minister
	ii. Unstarred	SO*>Dir**>JS>MoS	MoS
10)	VIP References	SO*>Dir**>JS>MoS	MoS
11)	Laying of Annual Reports of EEPC in the Parliament	SO*>Dir**>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
12)	Sending information for Joint Commission Meetings in respect of engineering sector	SO*>Dir**	Dir**
13)	Proposals for reimbursement of charges incurred by exporters towards testing of engineering products abroad, under MAI Scheme.	SO*>Dir**>JS	JS
14)	Pre-Budget Proposals	SO*>Dir**>JS	JS
15)	Public Grievances	SO*>Dir**>JS	JS
* ASO or SO or AD or US or DD, as the case may be			
** DS or Dir, as the case may be			
19.	Export Promotion (Pharma)		
1)	Policy matters	ASO/SO/US> DS/Dir>JS> Secretary>Minister	Minister
2)	Administrative matters of Pharmexcil	ASO/SO/US> DS/Dir>JS> Secretary	Secretary
	(In case matter involves amendment in constitution or governing body of EPC)	ASO/SO/US> DS/Dir>JS> Secretary>Minister	Minister
3)	Processing of MAI proposals for participation in exhibitions/fairs abroad and RBSMs in India	ASO>SO>US/ DS/Dir>JS	JS
4)	Processing of reimbursement claims for product registration and other statutory compliances under MAI Scheme	ASO>SO>US/ DS/Dir>JS	JS
5)	Major issues concerning exporters	ASO>SO>US/ DS/Dir>JS	JS
6)	Export performance review of EFC	ASO>SO>US/ DS/Dir>JS	JS
7)	Sending inputs to Territorial Divisions for bilateral Joint Committee/Commission meetings	ASO/SO>US> DS/Dir>JS	JS
8)	Laying of Annual Report of Pharmexcil in Parliament	ASO/SO/US> DS/Dir>JS> Secretary>Minister	Minister
9)	Examination of matters related to PLI Schemes in	ASO/SO>US> DS/Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Pharma Sector		
10)	Nomination of representatives of Department to Committees formed by other Departments	ASO/SO/US> DS/Dir>JS> Secretary	Secretary
11)	Pre- Budget Proposals/ Suggestions for the Union Budget	ASO/SO>US> DS/Dir>JS	JS
12)	Parliament Questions: i. Starred	ASO/SO/US> DS/Dir>JS> Secretary>Minister	Minister
	ii. Unstarred	ASO/SO/US> DS/Dir>JS> Secretary>MoS	MoS
13)	VIP References	ASO/SO/US>DS/Dir>JS>Secretary>Minister/ MoS	Minister/MoS
14)	Court cases	ASO/SO>US> DS/Dir>JS	JS
15)	RTI matters	ASO>SO>US>DS/Dir	DS/Dir
20.	Export Promotion (Gems & Jewellery)		
1)	Policy matters.	SO>Dir**>JS> Secretary> Minister	Minister
2)	Matters relating to interpretation of various policy provisions.	SO>Dir**>JS> Secretary	Secretary
3)	Administrative matters of M/s Hindustan Diamond Company Limited(Mumbai)/Indian Diamond Institute(Surat)/Gem and Jewellery Export Promotion Council(Mumbai).	SO>Dir**>JS> Secretary	Secretary However, if any matter involves amendment in the constitution or governing body, approval of

S. No.	Type of cases	Channel of Submission	Level of Disposal
			Minister is taken.
4)	Budget proposals for inclusion in the Union Budget.	SO>Dir**>JS> Secretary	Secretary
5)	Preparation of calendar of exhibitions to be organised/ participated by Government nominated agency, viz. GJEPC/ MMTC/ HHEC.	SO>Dir**>JS	JS
6)	Audit paras/ Committee on Public Undertakings (COPU) matters.	SO>Dir**>JS> Secretary	Secretary
7)	Parliament questions:- i. Starred; ii. Unstarred.	SO>Dir**>JS> Minister SO>Dir**>JS> MoS	Minister MoS
8)	VIP references.	SO>Dir**>JS> Minister/ MoS	Minister/ MoS
9)	FDI Matters	SO/US>Dir> JS	JS
10)	Public Grievances	SO/US>Dir> JS	JS
11)	Representation from Industries	SO/US>Dir> JS	JS
12)	RTI Matters	SO/US>Dir> JS	JS
21.	Export Promotion (Leather & Sports Goods)		
1)	Framing new Foreign Trade Policies and amending the same in respect of leather and sports goods.	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
2)	Suggesting changes in the Customs duty/ ancillary duties, etc. in respect of leather and sports goods.	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
3)	Release of grant in aid on the projects already approved by MAI Committee.	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	Participation of EPCs in fairs and exhibitions both in India and abroad.	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
5)	De-reservation of items- leather and sports goods.	ASO/SO/AD/US/DD>DS/Dir>JS/AS>Secretary>CIM	CIM/Secretary
6)	VIP references.	ASO/SO/AD/US/DD>DS/Dir>JS/AS>Secretary>CIM/MoS	CIM/MoS
7)	Parliament Questions: - i. Starred;	ASO/SO/AD/US/DD>DS/Dir>JS/AS>Secretary>CIM	CIM
	ii. Unstarred	ASO/SO/AD/US/DD>DS/Dir>JS/AS>Secretary>MoS	MoS
8)	Export Promotion Measures.	ASO/SO/AD/US/DD>DS/Dir >JS/AS	JS/AS
9)	Analysis of export data on leather and sports goods	ASO/SO/AD/US/DD>DS/Dir >JS/AS	JS/AS
10)	Court cases.	ASO/SO/AD/US/DD>DS/Dir >JS/AS	JS/AS
11)	Nominations of members to COA of leather and sports goods EPCs	ASO/SO/AD/US/DD>DS/Dir>JS/AS>CS>CIM/MoS	CIM/MoS
12)	Examination of cases for promoting consortium approach for SSI units for export promotion efforts abroad	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
13)	Laying of Annual Reports of CLE and SGEPC in Parliament	ASO/SO/AD/US/DD>DS/Dir>JS/AS	CIM/MoS
14)	Public grievances	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
15)	Audit paras	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS
16)	Appointment of Auditors in CLE	ASO/SO/AD/US/DD>DS/Dir>JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
22.	Export Promotion (Marine Products)		
1)	Preparation of note for Cabinet.	SO>DS/Director>JS/AS>Secretary>Minister	Minister
2)	Preparation of note for COS.	SO>DS/Director>JS/AS>Secretary>Minister	Minister/ Secretary depending on the nature of proposal. Imp ort policy matter to be disposed of at the level of C&IM.
3)	Export policy related matters.	SO>DS/Director>JS/AS>Secretary>Minister	Minister
4)	Visit abroad of Chairman of MPEDA.	SO>DS/Director>JS/AS>Secretary>Minister	Minister
5)	Visit of MPEDA/ DoC officers abroad and participation in international fairs/ exhibitions.	ASO/SO>DS/Director>JS/AS>Secretary >Minister	Minister/ Secretary/ AS/JS (for officers upto Director level)
6)	Amendment in MPEDA Act.	SO>DS/Director>JS/AS>Secretary>Minister	Minister
7)	Re-constitution of MPEDA Board	SO>DS/Director>JS/AS>Secretary> Minister	Minister
8)	Statistical data.	ASO>SO>DS/ Director>JS/AS	JS/AS
9)	VIP references.	SO>DS/Director>JS/AS>Secretary>Minister/ MoS	Minister/ MoS
10)	Parliament questions:- i. Starred;	SO>DS/Director>JS/AS>Secretary> Minister/MoS	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
	ii. Unstarred.	SO>DS/Director>JS/AS>Secretary>Minister/MoS	MoS
11)	Quarterly review of performance of MPEDA.	ASO>SO>DS/ Director>JS/AS	JS/AS
12)	Outcome budget review of MPEDA.	ASO>SO>DS/ Director>JS/AS	JS/AS
13)	Laying of Annual Report of MPEDA	SO>DS/Director>JS/AS>Secretary>Minister/MoS	Minister/ MoS
14)	RTI/ Public Grievance and other misc. matters	ASO>SO>DS/ Director>JS/AS	JS/AS
23.	Export Promotion (Overseas Projects & Services)		
	EP (Overseas Project)		
1)	Policy matters relating to project exports including FTP	SO/US*>DS/ Dir**>JS>Secretary> Minister	Minister
2)	Problems confronted by exporters of projects	SO/US*>DS/Dir**> JS	JS
3)	Collection of Data regarding project exports	SO/US*>DS/ Dir**>JS	JS
4)	RTI Matters relating to project exports	SO/US*>DS/Dir**	Dir
5)	Administrative work of PEPC	SO/US*>DS/ Dir**>JS	JS
6)	Processing of proposals for sending delegations, study teams/ participation in exhibitions and trade fairs by PEPC	SO/US*>DS/ Dir**>JS	JS
7)	Recommendation to proposals of Project Exports Promotion Council of India (PEPC) for release of MAI grant for undertaking export promotion activities within India and abroad	ASO/SO/US* > DS/ Dir**>JS	JS
8)	Recommendation for undertaking feasibility study, opening of foreign office, market survey and bringing out of brochures for publicity abroad by consultancy organizations under MAI scheme	SO/US*>DS/ Dir**>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
9)	Examination and follow up action on the report of the trade delegations, sales-cum-study teams and participation in exhibitions and trade fairs	SO/US*>DS/ Dir**>JS	JS
10)	Assisting territorial divisions in finalizing trade plans, holding the trade talks and meetings of joint commissions etc. concerning project exports	SO/US*>DS/ Dir**>JS	JS
11)	Parliament questions: - i. Starred; ii. Unstarred.	US*>DS/ Dir**> JS > Secretary >Minister US* > DS/ Dir** > JS > Secretary>MoS	Minister MoS
12)	VIP References	ASO/ SO /US* > DS/ Dir** > JS > Minister/ MoS	Minister/ MoS
EP(Services)			
1)	Policy matters relating services exports including FTP	US>Dir>JS>Secretary> Minister	Minister
2)	Problems confronted by exporters	ASO>Dir> JS	JS
3)	Collection of data regarding services exports	US>Dir> JS	JS
4)	RTI Matters pertaining to services exports	ASO> Dir	Dir
5)	Administrative work of SEPC	US>Dir> JS	JS
6)	Processing of proposals for sending delegations, study teams/participation in exhibitions and trade fairs by SEPC	US>Dir> JS	JS
7)	Release of MDA/MAI grants to SEPC for undertaking export promotion activities.	ASO>Dir> JS	JS
8)	Release of MDA grants for undertaking feasibility study, opening of foreign office, market survey and bringing out of brochures for publicity abroad by consultancy organizations	ASO>Dir> JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
9)	Examination and follow-up action on the report of the trade delegations, sales-cum-study teams and participation in exhibitions and trade fairs.	US>Dir >JS	JS
10)	Assisting territorial divisions in finalizing trade plans, holding the trade talk and meeting of joint commissions, etc. in so far as export of projects and services are concerned.	US>Dir> JS	JS
11)	Parliament Questions: - i. Starred;	US>Dir>JS>Secretary> Minister	Minister
	ii. Unstarred	US>Dir>JS>Secretary> MoS	MoS
12)	VIP References	US>Dir>JS>Secretary> Minister/MoS	Minister/ MoS
24.	Export Promotion (Textiles Coordination)		
1)	Parliament Starred Question.	SO/US > Dir > EA > Secretary >CIM	CIM
2)	Parliament Unstarred Question.	SO/US > Dir > EA > Secretary >MoS	MoS
3)	VIP References.	SO/US > Dir > EA > Secretary > CIM/ MoS	CIM/ MoS
4)	Furnishing of information called by other sections of the Ministry for replies to Parliament Questions, etc.	SO/US > Dir>EA	EA
5)	Periodical reports to be submitted to O&M Section.	SO/US>Dir	Dir
6)	Processing of grievances received from various exporters in r/o MAI grants, etc.	SO/US > Dir>EA	EA
7)	Coordination with the Ministry of Textiles and other Ministries/ Departments.	SO/US > Dir>EA	EA
8)	Acceptance of Project Reports of EPCs (Textiles) sectors and processing of the project proposals submitted by EPCs (Textiles) for financial assistance	SO/US > Dir>EA	EA

S. No.	Type of cases	Channel of Submission	Level of Disposal
	under MAI Schemes.		
9)	To review Plan Schemes and other programmes of the DoC relating to export promotion in textile sectors.	SO/US > Dir> EA > Secretary	Secretary
10)	Matter relating to release of payment under MAI/Schemes.	SO/US > Dir>EA	EA
11)	Public Grievances/ PMO references.	SO/US > Dir >EA	EA
12)	Processing of RTI Applications Processing of RTI Appeals	SO/US> Dir (CPIO) SO/US > Dir > EA (First Appellate Authority)	Dir(CPIO) EA (First Appellate Authority)
<i>*ASO or SO or US as the case may be</i> <i>** DS or Director as the case may be</i> <i>*** EA or JS as the case may be</i>			
25.	Finance Division		
1)	Appraisal of the schemes of the Commodity Boards/ Authorities/ Institutions/ Organizations, etc. within the powers of the Ministry/ Department.	US*>Dir**> AS&FA>Secretary	SFC under the Chairmanship of Secretary/ CIM
2)	Appraisal of the schemes of the Commodity Boards/ Authorities/ Institutions/ Organizations, etc. beyond the powers of the Ministry/ Department.	US*>Dir**>AS&FA> Secretary>CIM	EFC under the Chairmanship of Secretary Expenditure/ FM/CCEA
3)	Approval of the plan schemes with an outlay upto Rs.100 crore.	US*>Dir**>AS&FA> Secretary	Secretary
4)	Cases /Subject appraisal by SFC/DIB Chaired by	US>Dir>AS&FA>CS> Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Secretary of the Administrative Department (viz. CS). Cost >Rs.100 crores & up to Rs.500 crores		
5)	Cases /Subject appraisal by EFC/PIB Chaired by Expenditure Secretary, except departments/schemes/projects for which special dispensation has been notified by the Competent Authority. Cost >Rs.500 crores & up to Rs.1000 crores	US>Dir>AS&FA>CS> Minister/ M/o Finance	Minister/ M/o Finance Except where special powers have been delegated by the Finance ministry
6)	Approval of the schemes with an outlay >Rs.1000 crore.	US*>Dir**>AS&FA> Secretary>CIM> Cabinet/ CCEA	Cabinet/ CCEA
7)	Proposals for release of funds as per budgetary provisions including release of foreign exchange.	US*>Dir**> AS&FA	AS&FA
8)	Proposals for creation of posts.	US*>Dir**>AS&FA> Secretary> M/o Finance	M/o Finance
9)	Audit Paras and related matters.	US*>Dir**> AS&FA	AS&FA
10)	Expenditure proposals for delegations from abroad.	US*>Dir**> AS&FA	AS&FA
11)	Investment proposals.	US*>Dir**>AS&FA> M/o Finance	M/o Finance
12)	Issue of bonds.	US*>Dir**>AS&FA> M/o Finance	M/o Finance
13)	Contributions to International Organizations (fresh membership).	US*>Dir**>AS&FA> Secretary> Minister	Minister
14)	Release of contributions/ membership subscription to International Organizations.	US*>Dir**> AS&FA	AS&FA
15)	Delegation of financial powers.	US*>Dir**>AS&FA> Secretary	Secretary
16)	Proposals for purchase of staff cars (new).	US*>Dir**>AS&FA> M/o Finance	M/o Finance
17)	Proposals for purchase of staff cars (replacement).	US*>Dir**>AS&FA> Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
18)	General service matters such as hiring of cars/ taxis, purchase of inverters, etc.	US*>Dir**> AS&FA	AS&FA
19)	Engagement of consultants/ lawyers.	US*>Dir**>AS&FA> Secretary	Secretary
20)	Finalization of account of EPCs.	US*>Dir**> AS&FA	AS&FA
21)	Proposals for release of funds under IBEF	US*>Dir**> AS&FA	AS&FA
22)	Proposals for opening/ review of Foreign offices.	US*>Dir**>AS&FA> Secretary> Minister	Minister
23)	Proposals for signing of MOUs.	US*>Dir**>AS&FA> Secretary	Secretary
24)	Proposals for foreign deputation/ foreign trainings programmes/ participation in the international conferences/ fairs and exhibitions.	US*>Dir**>AS&FA>Secretary/Minister/ Screening Committee of Secretaries	Secretary/ Minister/ Screening Committee of Secretaries
25)	Parliament Questions/ Parliamentary Matters:- i. Starred; ii. Unstarred.	US*>Dir**>AS&FA> Secretary> Minister	Minister
		US*>Dir**> AS&FA> MoS	MoS
26)	Appointment of Chairmen/ Directors of Commodity Boards/ PSUs/ Organizations, etc. – Terms & Conditions.	US*>Dir**>AS&FA	AS&FA
27)	Performance Review Meeting of Commodity Boards.	US*>Dir**> AS&FA/ Secretary	AS&FA/ Secretary
26.	SEZ (Admin)		
1)	Parliament Questions i. Starred ii. Unstarred	US>Dir>AS> Secretary> Minister	Minister
		US>Dir>AS>MoS	MoS

S. No.	Type of cases	Channel of Submission	Level of Disposal
2)	VIP References: (i) To be replied by Secretary (ii) To be replied by Minister	SO>Dir>JS> Secretary SO>Dir>JS> Secretary> Minister	Secretary Minister
3)	Laying of Annual Report of EPCES	SO>Dir>JS> MoS	MoS
4)	Administrative work of EPCES	SO>Dir>AS	AS
5)	Selection of JDC/DDC/DC(C) in zonal SEZs	US>Dir>AS	AS
6)	Routine administrative matters of SEZ officials	SO>Dir>JS	JS
7)	Reply to audit paras of CAG/PAC	SO>Dir>JS> Secretary/AS	Secretary/AS
8)	RTI matters	ASO>SO> Director	Director
27.	Foreign Trade (Coordination)		
1)	Work relating to coordination among section/divisions of DoC.	ASO/SO>US/Dir/DS> JS/AS	JS/AS
2)	VIP/MPs references	ASO/SO > US/DS/Dir>JS/AS> Minister/MoS	Minister/MoS
3)	Parliament Questions (i) Starred Question (ii) Unstarred Question	ASO/SO>US/DS/Dir>JS/AS>Secretary> Minister/MoS	Minister/MoS
4)	Comments on Cabinet Notes received from other Ministries	ASO/SO>US/DS/Dir>JS/AS>Secretary> Minister	Minister
5)	Work relating to Appellate Committee	ASO>SO > Appellate Committee	Appellate Committee
6)	Providing Logo Support	ASO/SO>US/Dir/DS> JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
28.	Foreign Trade (Minerals & Ores)		
1)	VIP References	US>DS>JS> Secretary> Minister	Minister
2)	Appointment of part-time Directors/Independent Directors on the Board of MMTC, STC, PEC, and STCL.	US>DS>JS> Secretary> Minister	Minister
3)	Comments on Cabinet notes received from other Ministries and to be forwarded to FT (Coord)	SO > US> DS >JS	JS
4)	Parliamentary matters like Starred Questions, Motions, Short- Notice Question, etc.	US> DS> JS > Secretary> Minister	Minister
5)	Unstarred Question/ Assurance	US> DS> JS > Secretary> Minister	Minister
6)	Inputs for answering Parliament Question.	SO> US > DS >JS	JS
7)	Notes for the Cabinet/Cabinet Committee.	US> DS> JS > Secretary> Minister	Minister
8)	Ref. on matters relating to import/ export of commodities and metals/ metals/materials and canalized items.	SO > DS > JS > Secretary	Secretary
9)	Performance review meetings on the activities of MMTC, STC, PEC and STCL.	US> DS> JS > Secretary> Minister	Minister
10)	Amendment of Memorandum and Articles of Associations of MMTC, STC, PEC and STCL.	US> DS> JS > Secretary> Minister	Minister
11)	Court cases	US> DS> JS > Secretary	Secretary
12)	References from Department of Public Enterprises.	SO>US> DS>JS	JS
13)	Reply to PAC/Audit Paras	SO>US> DS>JS	JS
14)	Important reference to other Ministries on matters concerning MMTC, STC, PEC and STCL	US> DS> JS > Secretary	Secretary
15)	Annual Report of MMTC, STC, PEC and STCL.	SO> DS> JS > Secretary> Minister	Minister
16)	Complaints /RTI Matters	ASO> SO> DS>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
17)	Submission of regular and ad-hoc reports.	ASO> SO> DS>JS	JS
18)	Coordination in respect of matters concerning all PSUs under Department of Commerce.	ASO> SO> DS>JS	JS
19)	PG	ASO> SO> DS>JS	JS
20)	PG Appeal	SO> DS>JS >AS	AS
21)	Any other matter	SO>US> DS>JS	JS
29.	Foreign Trade (State Trading)		
1)	VIP References	US>DS>JS> Secretary> Minister	Minister
2)	Appointment of part-time Directors/Independent Directors on the Board of MMTC, STC, PEC, and STCL.	US>DS>JS> Secretary> Minister	Minister
3)	Comments on Cabinet notes received from other Ministries and to be forwarded to FT (Coord)	SO > US> DS >JS	JS
4)	Parliamentary matters like Starred Questions, Motions, Short- Notice Question, etc.	US> DS> JS > Secretary> Minister	Minister
5)	Unstarred Question/ Assurance	US> DS> JS > Secretary> Minister	Minister
6)	Inputs for answering Parliament Question.	SO> US > DS >JS	JS
7)	Notes for the Cabinet/Cabinet Committee.	US> DS> JS > Secretary> Minister	Minister
8)	Ref. on matters relating to import/ export of commodities and metals/ metals/materials and canalized items.	SO > DS > JS > Secretary	Secretary
9)	Performance review meetings on the activities of MMTC, STC, PEC and STCL.	US> DS> JS > Secretary> Minister	Minister
10)	Amendment of Memorandum and Articles of Associations of MMTC, STC, PEC and STCL.	US> DS> JS > Secretary> Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
11)	Court cases	US> DS> JS > Secretary	Secretary
12)	References from Department of Public Enterprises.	SO>US> DS>JS	JS
13)	Reply to PAC/Audit Paras	SO>US> DS>JS	JS
14)	Important reference to other Ministries on matters concerning MMTC, STC, PEC and STCL	US> DS> JS > Secretary	Secretary
15)	Annual Report of MMTC, STC, PEC and STCL.	SO> DS> JS > Secretary> Minister	Minister
16)	Complaints /RTI Matters	ASO> SO> DS>JS	JS
17)	Submission of regular and ad-hoc reports.	ASO> SO> DS>JS	JS
18)	Coordination in respect of matters concerning all PSUs under Department of Commerce.	ASO> SO> DS>JS	JS
19)	PG	ASO> SO> DS>JS	JS
20)	PG Appeal	SO> DS>JS >AS	AS
21)	Any other matter	SO>US> DS>JS	JS
30.	Foreign Trade (North East Asia)		
1)	Economic & commercial report.	ASO>US>DS>JS	JS
2)	Trade agreements.	US>DS>JS> Secretary>CIM	CIM
3)	Joint business/ joint commission meetings co-chaired by CIM/MoS/CS	US>DS>JS> Secretary>CIM/MoS	CIM/MoS/ Secretary
4)	Trade enquiries.	ASO>US>DS>JS	JS
5)	Trade complaints/ disputes.	ASO>US>DS>JS	JS
6)	Tender notices.	ASO>US>DS>JS	JS
7)	Trade analysis.	ASO/US>US/DS>DS/JS> Secretary	Secretary /JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
8)	Foreign Trade policy matters/ legal issues.	US> DS> JS> Secretary	Secretary
9)	Foreign Deputation	US> DS> JS> Secretary>CIM	CIM
10)	Export promotion measures.	ASO>US>DS>JS	JS
11)	Notes for the Cabinet.	US>DS>JS> Secretary>CIM	CIM
12)	VIP references.	US>DS>JS> Secretary>CIM	CIM
13)	Parliament questions: - i. Starred	US>DS>JS> Secretary>CIM	CIM
	ii. Unstarred	US>DS>JS> Secretary>MoS	MoS
14)	Proposal of EPCs/ trade organisations for financial assistance for trade promotion activities under MAI	ASO>US>DS>JS	JS
15)	Matters of Commercial wings in Indian Missions.	ASO>US>DS>JS	JS
31.	FT (Africa)		
1.	Economic & Commercial report	US>DS>JS	JS
2.	Trade Agreement	DS>JS>AS>Secretary>Minister	Minister
3.	Joint business/ Joint commission meetings co-chaired by C&IM/MoS(C)/Commerce Secretary	DS>JS>AS> Secretary/ MoS/ Minister	Secretary/ MoS/ Minister
4.	Trade enquiries	US>DS	DS
5.	Trade complaints/disputes	US>DS	DS
6.	Tender notices	US>DS	DS
7.	Trade Analysis	DS>JS>AS> Secretary	Secretary
8.	Foreign Trade policy matters/legal issues	DS>JS>AS> Secretary	Secretary
9.	Incoming trade delegations	DS>JS>AS> Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
10.	Outgoing trade delegations	DS>JS>AS>Secretary>Minister	Minister
11.	Fairs and exhibitions: - -circulation; - participation.	US>DS DS>JS>AS> Secretary	DS Secretary
12.	Export promotion measures	US>DS>JS	JS
13.	Notes for the Cabinet	DS>JS>AS>Secretary>Minister	Minister
14.	Staff matters of CRs	US>DS>JS	JS
15.	According State Guest status to foreign delegates	DS>JS>AS> Secretary	Secretary
16.	VIP references i. To be replied by Minister ii. To be replied by Secretary	DS>JS>AS>Secretary>Minister DS>JS>AS> Secretary	Minister Secretary
17.	Parliament questions:- i. Starred; ii. Unstarred.	DS>JS>AS>Secretary>Minister DS>JS>AS>Secretary>MoS	Minister MoS
18.	Other parliament related work	DS>JS>AS> Secretary	Secretary
19.	Proposal of EPCs/trade organizations for financial assistance for trade promotion activities under MAI/MDA scheme	US>DS>JS	JS
20.	Matters of Commercial wings in Indian Missions.	US>DS>JS	JS
21.	RTI Matters	US>DS	DS
22.	Public Grievances	US>DS>JS	JS
23.	CIM Dashboard	US>DS>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
32.	FT (Oceania)		
1.	Economic & commercial report.	SO> DS/Dir>JS	JS
2.	Trade agreements	US > DS/Dir > JS/AS>Secretary>Minister	Minister
3.	Joint business/ joint commission meetings co-chaired by C&IM/ MoS(C)/ Commerce Secretary or below	US > DS/Dir > JS>Secretary> Minister	Minister
4.	Trade enquiries	ASO>DS/Dir	DS/Dir
5.	Trade complaints/ disputes	SO>DS/Dir >JS	JS
6.	Tender notices	ASO> DS/Dir	DS/Dir
7.	Trade analysis	US>DS/Dir>JS	JS
8.	Foreign Trade policy matters/ legal issues	ASO>DS/Dir>JS> Secretary	Secretary
9.	Incoming trade delegations	US> DS/Dir >JS/AS>Secretary	Secretary
10.	Outgoing trade delegations	SO>DS/Dir> JS/AS> Secretary>Minister	Minister
11.	Fairs and exhibitions: - i. circulation; ii. participation	--- SO>DS/Dir> JS/AS> Secretary	--- Secretary
12.	Export promotion measures	US>DS/Dir>JS	JS
13.	Notes for the Cabinet	DS/Dir > JS /AS > Secretary >Minister	Minister
14.	Staff matters of Commercial Representatives	SO> DS/Dir >JS	JS
15.	VIP references.	US> DS/Dir> JS >Minister	Minister
16.	Parliament questions: - i. Starred;	US>DS/Dir> JS/AS> Secretary > Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
	ii. Unstarred	US>DS/Dir> JS/AS> Secretary>MoS	MoS
17.	Proposal of EPCs/ trade organisations for financial assistance for trade promotion activities under MAI/ MDA scheme.	ASO>DS/Dir>JS	JS
18.	Matters of Commercial wings in Indian Missions.	ASO>DS/Dir>JS	JS
19.	RTI	SO>DS/Dir	DS/Dir
20.	RTI Appeal	SO>DS/Dir>JS	JS
21.	PMO Reference	ASO>DS/Dir>JS/AS	JS/AS
22.	Any other matter not included in the list	As decided by Deputy Secretary /Joint Secretary, FT (Oceania)	
S. No 2: It is sensitive matter and can have long term implication.			
S. No 3: Once in a year: An important work			
33.	FT (ASEAN)		
1)	Economic & commercial Report	ASO >SO >US/DD>DS	DS
2)	Trade agreements	DS>JS>AS>Secretary>Minister	Minister
3)	Joint Business/Joint Commission Meetings co-chaired by C&IM/MoS(C)/Commerce Secretary or below	DS>JS>AS>Secretary> MoS/Minister	Secretary/ MoS/Minister
4)	Trade enquiries	ASO >SO >US/DD>DS	DS
5)	Trade complaints/disputes	ASO >SO >US/DD>DS	DS
6)	Tender notices	ASO >SO >US/DD>DS	DS
7)	Trade analysis	DS>JS>AS> Secretary	Secretary
8)	Foreign Trade policy matters/legal issues	DS>JS>AS> Secretary	Secretary
9)	Incoming trade delegations	DS>JS>AS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
10)	Outgoing trade delegations	DS>JS>AS>Secretary>Minister	Minister
11)	Fairs and exhibitions:- • Circulation • Participation	ASO >SO >US/DD >DS DS>JS>A> Secretary	DS Secretary
12)	Export promotion measures	ASO/SO> US/DD >DS>JS	JS
13)	Notes for the Cabinet	DS>JS>AS>Secretary>Minister	Minister
14)	Staff matters of CRs	ASO /SO >US/DD >DS>JS	JS
15)	According State Guest status to foreign delegation	DS>JS>AS> Secretary	Secretary
16)	VIP references	DS>JS>AS>Secretary>Minister	Minister
17)	Parliament questions: - i. Starred ii. Unstarred	DS>JS>AS>Secretary >Minister DS>JS>AS>Secretary>MoS	Minister MoS
34.	Foreign Trade (South Asia)		
1)	Economic & Commercial report	US>Jt. DGFT>JS	JS
2)	Trade Agreement	US>Jt. DGFT>JS>Secretary >Minister	Minister
3)	Joint business/ Joint commission meetings co-chaired by C&IM/ MoS (C)/ Commerce Secretary	US>Jt. DGFT>JS> Secretary/ MoS/Minister	Secretary/ MoS/Minister
4)	Trade enquiries	ASO>US> Jt. DGFT	Jt. DGFT
5)	Trade complaints/disputes	ASO>US> Jt. DGFT	Jt. DGFT
6)	Tender Notice	ASO>US> Jt. DGFT	Jt. DGFT
7)	Trade analysis	US> Jt. DGFT>JS> Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
8)	Foreign Trade policy matters/legal issues	US>Jt. DGFT>JS> Secretary	Secretary
9)	Incoming trade delegation	US>Jt. DGFT>JS> Secretary	Secretary
10)	Outgoing trade delegation	US>Jt.DGFT>JS>AS&FA(Lateral Reference)> Secretary>Minister	Minister
11)	Fairs and exhibitions: - i. Circulation; ii. Participation	ASO>US> Jt. DGFT US>Jt.DGFT>JS>AS&FA(Lateral Reference)> Secretary	Jt. DGFT Secretary
12)	Export promotion measures	US>Jt. DGFT>JS	JS
13)	Notes for the Cabinet	US>Jt. DGFT>JS>Secretary >Minister	Minister
14)	Staff matters of CRs	US>Jt. DGFT>JS	JS
15)	According State Guest Status to foreign delegates	US>Jt. DGFT>JS>Secretary	Secretary
16)	VIP references: i. To be replied by Minister ii. To be replied by Secretary	US>Jt. DGFT>JS>Secretary>Minister US>Jt. DGFT>JS>Secretary	Minister Secretary
17)	Parliament questions: - i. Starred ii. Unstarred	US>Jt. DGFT>JS>Secretary>Minister US>Jt. DGFT>JS>MoS	Minister MoS
18)	Other parliament related work	US>Jt. DGFT>JS>Secretary	Secretary
19)	Proposal of EPCs/trade organisations for financial assistance for trade promotion activities under MAI/MDA Scheme	US>Jt. DGFT>JS	JS
20)	Matters of Commercial wings in Indian Missions	US>Jt. DGFT>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
21)	RTI Matters	ASO>US> Jt. DGFT	Jt. DGFT
22)	Public Grievances	ASO>Jt. DGFT>JS	JS
23)	CIM Dashboard	US>Jt. DGFT>JS	JS
35.	FT (CIS)		
1)	Economic & Commercial Reports	US>Dir> JS/AS	JS/AS
2)	Trade Agreements	US>Dir>JS> Secretary>Minister	Minister
3)	Joint Business/Joint Commission Meetings/ Co-chair by CIM/ MoS(C)/ Commerce Secretary and below	US>Dir>JS> Secretary/MoS/Minister	Secretary/ MoS/Minister
4)	Nomination of representatives of the Department to Committees formed by other Departments.	US>Dir>JS> Secretary	Secretary
5)	Trade enquiries	US> Director	Director
6)	Trade Complaints/ disputes	US> Director	Director
7)	Tender notice	US> Director	Director
8)	Trade analysis	US>Dir>JS>Secretary	Secretary
9)	Foreign Trade Policy matters/ legal issues	US>Dir>JS> Secretary/Minister	Secretary/ Minister
10)	Incoming Trade delegations	US>Dir>JS> Secretary	Secretary
11)	Outgoing trade delegations	US>JS>AS&FA> Secretary> Minister	Minister
12)	Fairs and exhibitions		
	i. Circulation	US> Director	Director
	ii. Participation	US>Dir>JS>AS&FA>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
13)	Recommendation for finalization of Grants-in-aid on the projects already approved under MAI Schemes.	US>Director>JS	JS
14)	Proposal for EPCs/ trade organisations for financial assistance for trade promotion activities under MAI/ MDA schemes	US>Dir>JS/AS	JS/AS
15)	Export Promotion Measures	US>Dir>JS/AS	JS/AS
16)	Notes for the Cabinet	US>Dir>JS> Secretary>Minister	Minister
17)	Staff matters of CRs	US>Dir>JS/AS	JS/AS
18)	According State Guest status of Foreign delegates	US>Dir>JS>Secretary	Secretary
19)	VIP reference	US>Dir>JS>Secretary>Minister/MoS	Minister/MoS
20)	Parliament Question i. Starred	US>Dir>JS>Secretary>Minister	Minister
	ii. Unstarred	US>Dir>JS>AS>MoS	MoS
21)	Matters related to Special Mentions, Rule 377, etc. pertaining to Parliamentary proceedings, Parliamentary Consultative Committees & other such Committees, etc.	US>Dir>JS>Secretary	Secretary
22)	Miscellaneous references received from other Divisions	ASO>US>Director>JS	JS
23)	Matters of Commercial wings in Indian Missions	SO>US>Dir>JS/AS	JS/AS
24)	Bilateral talks with all 12 CIS countries	US>Dir>JS/AS	JS/AS
25)	Major Achievements of DoC to Hon`ble C&IM	ASO>US>Dir>JS/AS	JS/AS
26)	Monthly D.O. Letter from CS to Cabinet Secretariat regarding important Policy decisions/matters, Cabinet Committee decisions	ASO>US>Dir>JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
27)	Monthly Report of DoC to Cabinet secretary/ PMO and Monthly Summary to Cabinet	ASO>US>Dir>JS/AS	JS/AS
28)	Public grievances / PMO References, etc	ASO>US>Director>JS	JS
29)	RTI related matters	ASO>US(ACPIO)>Director(CPIO)	Director-CPIO
36.	FT (LAC)		
1)	Providing inputs to Foreign Trade Sections (Territorial / Commodity Divisions).	ASO/SO/US>DS/Dir>JS	JS
2)	General Question of Import Trade Control Policy.	ASO/SO/US>DS/Dir>JS	JS
3)	VIP/MPs references	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister
	Input on VIP references of other divisions	ASO/SO/US>Director	Director
4)	Parliament Questions Starred Question and Unstarred Question	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister
	Providing inputs to Parliament Questions of other divisions		
	(i) Where there is NIL information	ASO/SO/US>Director	Director
	(ii) Where information has to be sent	ASO/SO/US>DS/Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
5)	Parliamentary matters like Motions, Short Notice Questions, Special References /Cut Motions/ Assurances etc. of Ministry (i) Relating to Division (ii) Relating to other Division a. Where information has to be provided b. Where NIL information	ASO/SO/US>DS/Dir>JS/AS> CS>Minister ASO/SO/US>DS/Dir>JS/AS> CS>Minister ASO/SO/US>Director/US	Minister Minister Director/ US
6)	Matters relating to preparation and circulation of notes for Cabinet/ Cabinet Committees/ Group of Ministers, If related to this Division.	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister
	In case of other Division	ASO/SO/US>DS/Dir>JS	JS
7)	Comments on Cabinet Notes received from other Ministries	ASO/SO/US>DS/Dir>JS	JS
8)	Preparation of Note of COS	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister
9)	Commercial report.	ASO/SO/US>Director	Director
10)	Trade agreements.	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister
11)	Meetings of Joint business/ Joint commission co-chaired by Commerce Secretary or below.	ASO/SO/US>DS/Dir>JS/AS>Secretary	Secretary
12)	Trade enquiries.	ASO/SO/US>Director	Director
13)	Trade complaints/ disputes.	ASO/SO/US>DS/Dir>JS	JS
14)	Wish list	ASO/SO/US>DS/Dir>JS/AS>Secretary	Secretary
15)	Offer List	ASO/SO/US>DS/Dir>JS/AS> CS>Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
16)	Inputs for Senior Officers' Meetings.	ASO/SO/US>Director	Director
17)	O&M Matters	ASO/SO/US>DS/Dir>JS	JS
18)	Inputs on PMO/Cabinet Secretariat/President Secretariat's references	ASO/SO/US>DS/Dir>JS	JS
19)	RTI Matters	ASO/SO/US>Director(CPIO)	Director/CPIO
20)	References not pertaining to the division and where Nil report is to be provided	ASO/SO>US	US
21)	References not pertaining to the division where information is to be provided	ASO/SO/US>Director	Director
22)	Trade inputs to MEA/ other Ministries	ASO/SO/US> DS/Dir>JS	JS
37.	FT (NAFTA)		
1)	Analysis of Economic Commercial Report from Missions	SO>US>DIR>AS	AS
2)	Trade Agreements (FTA/CEPA) related issues	US>DIR>AS>CS>Minister	Minister
3)	Joint Business/ Joint Commission Meetings/ chaired	US>DIR>AS >CIM/CS	At the level of chair CIM/CS
4)	Nomination of representatives on Committees	US>DIR>AS>Secretary	Secretary
5)	Trade Complaints / disputes by companies	SO>US>DIR>AS	AS
6)	Trade analysis of Mission reports	SO>US>DIR>AS	AS
7)	Policy matters/legal issues At Country level	US>DIR>AS> Secretary/ Minister	Secretary/ Minister
8)	Trade delegations to countries (MAI) events	US>DIR>AS> Minister	Minister
9)	Recommendation finalization of Grants in-aid on the	SO>US>DIR>AS	AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	projects already approved under MAI Schemes		
10)	Proposal for EPCs/trade organisations for financial assistance for trade promotion activities under MAI/MDA schemes	SO>US>DIR>AS	AS
11)	Cabinet notes	US>DIR>AS>Minister	Minister
12)	VIP references	US>DIR>AS> Secretary/ Minister	Secretary/ Minister
13)	Parliament Question Starred Unstarred	US>DIR>AS> Secretary/ Minister	Secretary/ Minister
14)	Matters related to Special Mentions, Rule 377, etc pertaining to Parliamentary proceedings, Parliamentary Consultative Committees & other such Committees, etc.	US>DIR>AS> Secretary	Secretary
38.	FT (Europe)		
1)	High-Level Meetings (HCIM Level) Trade & Technology Council and its Working Groups/Sub-Groups, India-EU High Level Dialogue on Trade & Investment	ASO/ US/ DD>JD/Dir>JS/AS>Secretary >HCIM	HCIM
2)	Joint commission meetings co-chaired by HCIM/ MoS/ Commerce Secretary or below	ASO/US/DD>JD/Dir/Consultant>JS/AS> Secretary>HCIM/MoS	CS/HCIM/MoS
3)	Policy issues of India-EU FTA/ India-UK FTA/ India-EFTA TEPA Negotiations	ASO/ US/ DD>JD/ Director>JS/AS> Secretary >HCIM	HCIM
4)	Convening Rounds of India-EU FTA/ India-UK FTA/ India- EFTA TEPA Negotiations	ASO/ US/ DD>JD/ Director>JS/AS> Secretary	JS/AS/ Secretary
5)	Export outreach/ Exports & Investments/ New initiatives	ASO/US/DD>JD/Dir/Consultant>JS/AS> Secretary(Wherever necessary)>HCIM (Wherever necessary)	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
6)	Cabinet Secretariat/ PMO/VIP references	ASO/US/DD>JD/Dir/Consultant>JS/AS>CS>HCIM (Wherever necessary)	JS/AS/Secretary
7)	Market Access/ Regulatory issues/ Recommendation for SPS notification relating to European Countries, etc	ASO/US/DD>JD/Dir/Consultant>JS/AS>Secretary(Wherever necessary)	JS/AS/Secretary
8)	Foreign Trade policy matters	ASO/ US/ DD>JD> JS/AS> Secretary	Secretary
9)	MEA references (eg. Agreements with countries, etc.)/ other Departments references (Cabinet Note, etc.)	ASO/US/DD>JD/Dir/Consultant>JS/AS>Secretary(wherever necessary)>HCIM (Wherever necessary)	JS/AS/Secretary (wherever necessary)/HCIM Wherever necessary
10)	Country specific policy matters etc. of 38 EU countries dealt with by different desks within the FT-Europe Division/ Specific matters referred by Indian Missions	ASO/US/DD>JD/Dir/Consultant>JS/AS>Secretary (wherever necessary)>HCIM (Wherever necessary)	JS/AS>Secretary (wherever necessary)>HCIM (Wherever necessary)
11)	EU's BTSF Training	ASO/ US/ DD>JD>JS/AS	JS/AS
12)	Parliament Questions/ Parliament related matters	ASO/US/DD>JD/Dir/Consultant>JS/AS>Secretary>HCIM/ MoS	JS/AS/Secretary/HCIM/ MoS
13)	RTI matters	ASO/US/DD>JD/Dir/Consultant>JS(Appeals only)	JD/Director/Consultant/JS (Appeals only)
14)	Complaints of Exporters/ importers/ Trade Disputes	ASO/US/DD>JD/Dir/Consultant>JS/AS>Secretary(Wherever necessary)	JD/ Dir/Consultant/JS/AS/

S. No.	Type of cases	Channel of Submission	Level of Disposal
			Secretary (Wherever necessary)
15)	Furnishing of information on miscellaneous matter	ASO/ US/ DD>JD> JS (Wherever necessary)	JD/ JS (Wherever necessary)
16)	Examination of monthly commercial reports	Young Professionals/ Associates/Interns/ US> JD/ Dir/ Consultant>JS/AS	JS/AS
17)	Territory Coordination work and e-Samiksha/ Furnishing information on misc. matters	ASO/US/DD>JD/Dir/Consultant(Wherever Necessary)>JS/AS (Wherever necessary)	JD/ Dir/ Consultant/ JS/AS (Wherever necessary)
18)	Internal Admin. Matters	ASO/ US/ DD>JD/ Dir/Consultant>JS/AS (wherever necessary)> Secretary (wherever necessary)	JD/ Dir/ Consultant /JS/AS/ Secretary (wherever necessary)
19)	MAI Scheme (E&MDA matters)	ASO/ US/ DD>JD/ Dir/Consultant> JS/AS	JS/AS
20)	Monthly report to Cabinet Secretary/ weekly SoM	ASO/ US/ DD>JD/ Dir/Consultant> JS/AS	JS/AS
21)	Quarterly Hindi report	ASO/ US/ DD>JD/ Dir/ Consultant	JD/ Dir/ Consultant
22)	Routine matters like sending reminder, forwarding another letter or enclosure, calling information etc.	ASO	ASO
39.	FT (WANA)		
1)	Economic & Commercial report	US>Dir >JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
2)	Trade Agreement	Dir>JS>AS>Secretary > Minister	Minister
3)	Joint business/Joint commission meetings co-chaired by C&IM/MoS(C)Commerce Secretary	Dir >JS> AS> Secretary/Mos/Minister	Secretary/Mos /Minister
4)	Trade enquiries	US>Dir	Dir
5)	Trade Complaints /disputers	US> Dir	Dir
6)	Tender notices	US> Dir	Dir
7)	Trade Analysis	Dir>JS>AS	AS/JS
8)	Foreign Trade policy matters/legal issues	Dir>JS>AS	AS/JS
9)	Incoming trade delegations	Dir>JS>AS> Secretary	Secretary
10)	Outgoing trade delegations	Dir>JS>AS>Secretary>Minister	Minster
11)	Fairs and exhibitions:- -Circulation, - Participation	US>Dir DS > JS> AS> Secretary	Dir Secretary
12)	Export promotion measures	US>DS>AS/JS	AS/JS
13)	Notes for the Cabinet	Dir>JS>AS>Secretary>Minister	Minister
14)	Staff matters of CRs	US>Dir>JS	JS
15)	According state Guest status to foreign delegates	Dir > JS> AS> Secretary	Secretary
16)	VIP references i. To be replied by Minister ii. To be relied by Secretary	Dir>JS>AS>Secretary> Minister Dir>JS>AS > Secretary	Minister Secretary
17)	Parliament questions: - i. Starred; ii. Unstarred,	Dir>JS>AS>Secretary> Minister Dir>JS>AS>Secretary>MoS	Minister MoS

S. No.	Type of cases	Channel of Submission	Level of Disposal
18)	Other parliament related work	Dir>JS>AS > Secretary	Secretary
19)	Proposal of EPCs/trade organization for financial assistance for trade promotion activities under MAI/MDA scheme	US>Dir> AS/JS	AS/JS
20)	Matters or Commercial wings in Indian Missions.	US>Dir>JS	JS
21)	RTI Matters	US>Dir	Dir
22)	Public Grievances	US>Dir>JS	JS
23)	CIM Dashboard	US/Dir >JS	JS
40.	General Administration		
1)	Approval for procurement of goods & services upto 5 lakh (for recurring/non-recurring)	ASO/SO>Dir(Admin)	Dir(Admin)
2)	Approval for procurement of goods and services more than 5 lakh (for recurring contingent)	ASO/SO>Dir(Admin)>JS(Admin)	JS(Admin)
3)	Approval for procurement of goods and services more than 5 lakh and upto 20 lakh (for non-recurring contingent)	ASO/SO>Dir(Admin)>JS(Admin)	JS(Admin)
4)	Approval for procurement of goods and services more than 20 lakh (for non-recurring contingent)	ASO/SO>Dir(Admin)>JS(Admin)> Secretary	Secretary
5)	Procurement of goods and services through Bidding process	ASO/SO>Dir(Admin)>JS(Admin)> AS&FA (if specified in GFR)	AS&FA (if specified in GFR)
6)	Special cases (e.g. issuing Laptop etc.)	ASO/SO>Dir(Admin)>JS(Admin) (as specified in the order issued by D/o Expenditure)>Secretary(as specified in the order issued by D/o Expenditure)	Secretary (as specified in the order issued by D/o

S. No.	Type of cases	Channel of Submission	Level of Disposal
			Expenditure)
7)	Budgetary Matter	ASO/SO>Dir(Admin)>JS(Admin)	JS(Admin)
8)	RTI Application	ASO/SO>Dir(Admin)	Dir(Admin)
9)	RTI Appeal	ASO/SO>Dir(Admin)>JS(Admin)	JS(Admin)
41.	INFRA – 1 (STATE COORDINATION)		
1)	Residual matters related to ICD/CFS matters and containerization	ASO/SO> US > DS>JS	JS
2)	Digital Video Conferencing with States and follow up on ATRs.	US/DS> JS > DGFT> Secretary	Secretary
3)	Holding interaction with States and exporters on periodic basis.	SO/US > DS > JS >DGFT	DGFT
4)	RTI	ASO/SO >US>DS	DS
5)	RTI Appeal	ASO/SO> US > DS >JS	JS
6)	Reply of Unstarred & Starred Parliament Questions	DS> JS > DGFT >CS>CIM	CIM
7)	VIP references.	US> JS > DGFT >CS>CIM	CIM
8)	Public Grievances/PG Appeal	ASO/SO > US > DS >JS	JS
9)	Any other work/Miscellaneous	ASO/SO > US > DS >JS	JS
42.	INFRA - 2 (STATES CELL)		
1)	Review of Implementation of projects under ASIDE Scheme	ASO/SO >US > DS>JS	JS
2)	Review of implementation of projects under EDF – NER Scheme	ASO/SO >US > DS>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
3)	Matters relating to exports / imports from / to North East	ASO/SO > US > DS > JS	JS
4)	To Service the empowered Committee constituted under PM's action Plan for promotion of trade in the North East	SO / US > DS > JS	JS
5)	Coordinate with Ministries / Department on issues related to promotion of trade in the North East	ASO/SO > US > DS > JS	JS
6)	Appointment of Nodal Officers in Department of Commerce for each State and UT to coordinate the efforts of respective States in the field of export promotion	DS > JS > DGFT > Secretary	Secretary
7)	Mainstreaming of States / UTs in the field of export promotion by helping them to finalizing their Export Strategies. Provide guidance to State level export organizations and assist the formulation of export plans for each State in case where export possibilities remained untapped.	DS > JS > DGFT > Secretary	Secretary
8)	RTI	ASO/SO > US > DS	DS
9)	RTI Appeal	ASO/SO > US > DS > JS	JS
10)	Reply of Unstarred & Starred Parliament Question	DS > JS > DGFT > Secretary > CIM	CIM
11)	VIP references	US > JS > DGFT > Secretary > CIM	CIM
12)	Public Grievances / PG Appeal	ASO/SO > US > DS > JS	JS
13)	Any other work/Miscellaneous work	ASO/SO > US > DS > JS	JS
43.	Export Infrastructure		
1)	Scrutiny of Concept Notes/DPR	ASO/SO > US > DS > JS	JS
2)	Preparation of Agenda for EC Meeting	ASO/SO > US > DS > JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
3)	Preparation of EC Meeting Minutes	DS > JS> DGFT>CS	Secretary
4)	Reply of Unstarred & Starred Parliament Questions	DS > JS> DGFT >Secretary>CIM	CIM
5)	Preparation of Sanction Order	ASO/SO > US > DS>JS	JS
6)	Nomination and approval for participation in Project Monitoring Committee Meetings	ASO/SO> US > DS>JS	JS
7)	RTI	ASO/SO> US >DS	DS
8)	RTI Appeal	ASO/SO> US > DS>JS	JS
9)	VIP References	US > JS > DGFT > CS>CIM	CIM
10)	Public Grievances /PG Appeal	ASO/SO > US> DS >JS	JS
11)	Any other work/ Miscellaneous work	ASO/SO > US > DS>JS	JS
44.	Organisation & Method [O&M/ CM&T/ IWSU]		
1)	Distribution of work among sections in the Department.	ASO/SO/US >DS/Dir>JS/AS> Secretary	Secretary
2)	Preparation of Induction Material.	ASO/SO/US>DS/Dir> JS/AS> Secretary	Secretary
3)	Proposals regarding delegation of financial powers.	ASO/SO/US>DS/Dir> JS/AS> Secretary	Secretary
4)	Proposals for amendment in the Allocation of Business Rules.	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
5)	Preparation of the Chapter relating to “Role, Functions and Organisational set up” for Annual Report of the Department	ASO/SO/US>DS/Dir> JS/ AS	JS/AS
6)	Selection and nomination of participants for the training courses in India organised/conducted by the various Institutes.	ASO/SO/US>DS/ Dir > JS/ AS	JS/ AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
7)	i. Implementation of Annual Capacity Building Plan (ACBP) in Department of Commerce ii. Registration of all officers/officials on the iGoT portal; iii. Course allocation to all officers/officials on the i-GoT portal; iv. Review progress of implementation of Capacity Building Plan (CBP) of all attached/subordinate offices and other organizations; v. Development of domain related e-course on i-GoT for the department; vi. Development of Know Your Ministry e-Module for the department;	ASO/SO/US>DS/Dir> JS/AS ASO/SO/US ASO/SO/US ASO/SO/US>DS/Dir> JS/AS ASO/SO/US>DS/Dir> JS/AS ASO/SO/US>DS/Dir> JS/AS> Secretary	JS/AS DS/Dir DS/Dir JS/AS JS/AS Secretary
45.	Parliament		
1)	Routine references on Parliamentary matters.	ASO/SO>Dir	Dir
2)	Coordination of information for Questions relating to other Ministries/ Departments in respect of which material is called for from the Department of Commerce.	ASO/SO>Dir>JS	JS
3)	Matters concerning Parliamentary Committees.	ASO/SO>Dir>JS/AS> Secretary	Secretary
4)	Matters concerning State Legislations.	ASO/SO>Dir>JS/AS>Secretary>CIM/ MoS	CIM/MoS

S. No.	Type of cases	Channel of Submission	Level of Disposal
5)	Matter pertaining to Consultative Committee attached to Ministry of Commerce & Industry	ASO/SO>Dir>JS/AS>Secretary>CIM/ MoS	CIM/MoS
46.	Plantation 'A' (Tea)		
1)	Legislation/ Amendment of Tea Act, 1953.	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
2)	Preparation of Note for Cabinet & CCEA	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
3)	Rules and Regulations framed under the Act.	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
4)	Constitution / Reconstitution of Tea Board.	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
5)	Tea export/ import policy.	SO/US >DS/Dir>JS/AS>Secretary	Secretary
6)	Foreign collaboration agreements between India and foreign countries relating to tea.	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
7)	Participation of India in international exhibitions/fairs/seminars including meeting of FAO / International Organisations, and delegation to be sent abroad and other related matters.	SO/US >DS/Dir>JS/AS>Secretary>Minister	Minister
8)	Holding of International events in India.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
9)	Five years plans/Formulation of Scheme for Tea Board	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
10)	Release of Grant-in-Aid to Tea Board under the scheme implemented by Tea Board as per approval.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
11)	Budget Estimates and Revised Estimates	ASO/SO>US >DS/Dir> JS/AS	JS/AS
12)	Establishment matters relating to Tea Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
13)	Court cases relating to Tea Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
14)	Appointments relating to Tea Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
15)	Creation/revival of posts relating to Tea Board	SO/US >DS/Dir> JS/AS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
16)	Vigilance case / complaints related to Tea Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
17)	Parliament Questions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
18)	Parliamentary Assurances	SO/US>DS/Dir>JS/AS> Secretary>Minister	Minister
19)	Special References	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
20)	Cut Motions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
21)	Zero Hour/ Rule 377 matters	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
22)	Laying of Annual Report/Audited Accounts of Tea Board in Parliament.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
23)	Matters relating to pre budget proposals.	SO/US >DS/Dir> JS/AS>Secretary	Secretary
24)	Action taken report on audit observations/CAG para, etc.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
25)	Cases pertaining to RTI Act.	CPIO/US	CPIO/US
26)	RTI Appeals	SO> Appeal Authority/DS/Dir	Appeal Authority/DS/Dir
27)	VIP references.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
28)	Disposal of Public Grievances	ASO/SO>US>DS/Dir	DS/Dir
29)	Representations from various stakeholders of tea.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
30)	Matters relating to tea auction system in India.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
31)	References received from Other Ministries	ASO/SO>US >DS/Dir> JS/AS	JS/AS
32)	Parliamentary Committee's visit	ASO/SO>US >DS/Dir> JS/AS	JS/AS
33)	Parliamentary Committee Report	ASO/SO>US >DS/Dir> JS/AS	JS/AS
34)	Inputs on trade related issues to Territorial Divisions	ASO/SO>US >DS/Dir> JS/AS	JS/AS
35)	Inputs for Ministerial Visit	ASO/SO>US >DS/Dir> JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
<i>Note: only one staff per level will put up the file to the next level</i>			
47.	Plantation 'B' (Coffee)		
1)	Legislation/ Amendment of Coffee Act, 1942.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
2)	Preparation of Notes for Cabinet & CCEA	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
3)	Rules and Regulations framed under the Act.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
4)	Constitution/Reconstitution of Coffee Board.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
5)	Coffee export/ import policy.	SO/US >DS/Dir> JS/AS>Secretary	Secretary
6)	i. Foreign collaboration agreements between ii. India and foreign countries relating to coffee	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
7)	Participation of India in International exhibitions/fairs/seminars including meeting of ICO/ICC and delegations to be sent abroad.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
8)	Holding of International events in India.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
9)	Five years plans/Formulation of Scheme of Coffee Board	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
10)	Release of Grants-in-aid to Coffee Board under the scheme implemented by Coffee Board as per approval	ASO/SO>US >DS/Dir> JS/AS	JS/AS
11)	i. Acceptance/ratification of International Coffee Agreement ii. India's Contribution to Administrative Budget of ICO and other matters related to ICO/ICC	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
12)	Budget Estimates and Revised Estimates	ASO/SO>US >DS/Dir> JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
13)	Establishment matters relating to Coffee Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
14)	Court cases relating to Coffee Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
15)	Appointments relating to Coffee Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
16)	Creation/revival of posts relating to Coffee Board	SO/US >DS/Dir> JS/AS>Secretary	Secretary
17)	Vigilance case/complaints related to Coffee Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
18)	Parliament questions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
19)	Parliamentary Assurances	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
20)	Special References	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
21)	Cut Motions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
22)	Zero Hour/Rule 377 matters	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
23)	Laying of annual Reports/Audited Accounts of Coffee Board in Parliament	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
24)	Matters relating to pre-budget proposals	SO/US >DS/Dir> JS/AS>Secretary	Secretary
25)	Action Taken Report on audit observations/CAG para etc.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
26)	Cases pertaining to RTI Act 2005	CPIO/US	CPIO/US
27)	RTI Appeals	SO> Appeal Authority/DS/Dir	Appeal Authority/DS/Dir
28)	VIP references	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
29)	Disposal of Public Grievances	ASO/SO>US >DS/Dir	DS/Dir
30)	Representations from various stakeholders of coffee.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
31)	References from other Ministries/Department	ASO/SO>US >DS/Dir> JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
32)	Parliamentary Committees	ASO/SO>US >DS/Dir> JS/AS	JS/AS
33)	Parliamentary Committees Report	ASO/SO>US >DS/Dir> JS/AS	JS/AS
34)	Inputs for Ministerial visit	ASO/SO>US >DS/Dir>JS/AS	JS/AS
35)	Trade related issues with Territorial Divisions	ASO/SO>US >DS/Dir> JS/AS	JS/AS
<i>Note: only one staff per level will put up the file to the next level</i>			
48.	Plantation 'C' (Rubber)		
1)	Legislation/ Amendment of Rubber Act, 1947.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
2)	Preparation of Note for Cabinet and CCEA	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
3)	Rules and Regulations framed under the Act.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
4)	Establishment matter relating to Rubber Board.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
5)	Constitution/ Reconstitution of Rubber Board.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
6)	Revision of bench mark price.	SO/US >DS/Dir> JS/AS>Secretary	Secretary
7)	Representations regarding bench mark.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
8)	Natural rubber export/import policy.	SO/US >DS/Dir> JS/AS>Secretary	Secretary
9)	Foreign collaboration agreements between India and foreign countries relating to rubber.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
10)	Research and development schemes.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
11)	Statistics regarding exports, imports of natural rubber.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
12)	Delegations to be sent abroad.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
13)	Import of machinery.	ASO/SO>US >DS/Dir> JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
14)	Five year plans/ Formulation of Scheme for Rubber Board	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
15)	Monitoring of rubber prices.	ASO/SO>US >DS/Dir>JS/AS	JS/AS
16)	Holding of International events In India and Meetings of ANRPC, IRSG, IRRDB agenda minutes.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
17)	Participation of India in international exhibitions/fairs/ seminars, etc.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
18)	Matters relating to Rubber Parks.	SO/US >DS/Dir> JS/AS>Secretary	Secretary
19)	Release of Grant-in-Aid to Rubber Board under the scheme implemented by Rubber Board as per approval.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
20)	Budget Estimates and Revised Estimates	ASO/SO>US >DS/Dir> JS/AS	JS/AS
21)	Court cases relating to Rubber Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
22)	Appointments relating to Rubber Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
23)	Creation/revival of posts relating to Rubber Board	SO/US >DS/Dir> JS/AS>Secretary	Secretary
24)	Vigilance case / complaints related to Rubber Board	ASO/SO>US >DS/Dir> JS/AS	JS/AS
25)	Parliament Questions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
26)	Parliamentary Assurances	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
27)	Special References	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
28)	Cut Motions	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
29)	Zero Hour/ Rule 377 matters	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
30)	Laying of Annual Report/Audited Accounts of Rubber Board in Parliament.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
31)	Matters relating to pre budget proposals.	SO/US >DS/Dir> JS/AS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
32)	Action taken report on audit observations/ CAG para, etc.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
33)	Cases pertaining to RTI Act.	CPIO/US	CPIO/US
34)	RTI Appeals	SO/Appeal Authority/DS/Director	Appeal Authority/DS/Director
35)	VIP references.	SO/US >DS/Dir> JS/AS>Secretary>Minister	Minister
36)	Disposal of Public Grievances	ASO/SO>US>DS/Dir	DS/Dir
37)	Representations from various stakeholders of rubber.	ASO/SO>US >DS/Dir> JS/AS	JS/AS
38)	References received from Other Ministries	ASO/SO>US >DS/Dir> JS/AS	JS/AS
39)	Parliamentary Committee's visit	ASO/SO>US >DS/Dir> JS/AS	JS/AS
40)	Parliamentary Committee Report	ASO/SO>US >DS/Dir> JS/AS	JS/AS
41)	Inputs on trade related issues to Territorial Divisions	ASO/SO>US >DS/Dir> JS/AS	JS/AS
42)	Inputs for Ministerial Visit	ASO/SO>US >DS/Dir> JS/AS	JS/AS
43)	Matters relating to world bank assisted rubber projects.	SO/US>DS/Dir>JS/AS>Secretary	Secretary
44)	Procurement and disposal of natural rubber by STC on Government account including implications	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
<i>Note: only one staff per level will put up the file to the next level</i>			
49.	Plantation 'D' (Spices)		
1)	Legislation/Amendment of Spices Act,1986.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
2)	Preparation of Notes for Cabinet & CCEA	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
3)	Rules and Regulations framed under the Act.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	Constitution/ Reconstitution of Spices Board.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
5)	Spice export/ import policy.	SO/US>DS/Dir>JS/AS>Secretary	Secretary
6)	(i) Foreign collaboration agreements between India and foreign countries relating to spices (ii) MoU between Spices Board and institutions/organizations of Foreign countries spices (iii) MoU between Spices Board and institutions/organizations of Foreign countries	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
7)	Participation of India in International exhibitions/fairs/seminars including meeting of IPC and Codex and delegations to be sent abroad.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
8)	Holding of International events in India.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
9)	Five years plans/ Formulation of Scheme of Spices Board	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
10)	Release of Grants-in-aid to Spices Board under the scheme implemented by Spices Board as per approval	ASO/SO>US>DS/Dir>JS/AS	JS/AS
11)	Budget Estimates and Revised Estimates	ASO/SO>US>DS/Dir>JS/AS	JS/AS
12)	Establishment matters	ASO/SO>US>DS/Dir>JS/AS	JS/AS
13)	Court cases relating to Spices Board	ASO/SO>US>DS/Dir>JS/AS	JS/AS
14)	Appointments relating to Spices Board	ASO/SO>US>DS/Dir>JS/AS	JS/AS
15)	Creation/revival of posts relating to Spices Board	SO/US>DS/Dir>JS/AS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
16)	Vigilance case / complaints related to Spices Board	ASO/SO>US>DS/Dir>JS/AS	JS/AS
17)	Parliament questions	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
18)	Parliamentary Assurances	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
19)	Special references	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
20)	Cut Motions	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
21)	Zero Hour/ Rule 377 matters.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
22)	Laying of annual Reports/Audited Accounts of Spices Board in Parliament	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
23)	Matters relating to pre-budget proposals	SO/US>DS/Dir>JS/AS>Secretary	Secretary
24)	Action Taken Report on audit observations/CAG para etc.	ASO/SO>US>DS/Dir>JS/AS	JS/AS
25)	Cases pertaining to RTI Act 2005	CPIO/US	CPIO/US
26)	RTI Appeals	SO>Appeal Authority/ DS/Dir.	Appeal Authority/ DS/Dir.
27)	VIP references	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
28)	Disposal of Public Grievances	ASO/SO>US>DS/Dir	DS/Dir
29)	Representations from various stakeholders of spices.	ASO/SO>US>DS/Dir>JS/AS	JS/AS
30)	World Spice Congress	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
31)	CCSCH	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
32)	Representation from other Min/Deptt.	ASO>DS/Dir>JS/AS	JS/AS
33)	Parliamentary Committee's Visit	ASO/SO>US>DS/Dir>JS/AS	JS/AS
34)	Parliamentary Committee Report	ASO/SO>US>DS/Dir>JS/AS	JS/AS
35)	Inputs on trade related issues to Territorial	ASO/SO>US>DS/Dir>JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Divisions		
36)	Inputs for Ministerial Visit	ASO/SO>US>DS/Dir>JS/AS	JS/AS
<i>Note: only one staff per level will put up the file to the next level</i>			
50.	Plant (Coord)		
1)	Proposals in respect of Plantation Boards for Budgetary Estimates/Revised Estimates/Supplementary Demand for Grants	ASO/SO>US>DS/Dir>JS/AS	JS/AS
2)	Submission of comments/views of Plantation Division on various Cabinet Notes and Bills received from other Ministries/Departments	ASO/SO>US>DS/Dir>JS/AS	JS/AS
3)	Inputs on trade related issues to Territorial Divisions	ASO/SO>US>DS/Dir>JS/AS	JS/AS
4)	Inputs for Annual Report of DoC and Economic Survey	ASO/SO>US>DS/Dir>JS/AS	JS/AS
5)	Submission of Indicators/Targets/ Quarterly Achievements for Output-Outcome Monitoring Framework (OOMF) in respect of Plantation Boards	ASO/SO>US>DS/Dir>JS/AS	JS/AS
6)	Parliament Questions/ Cut Motions, etc. pertaining to Plantation Boards	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
7)	Fulfillment of Parliamentary Assurances/Special mentions/ Matters raised under Rule 377, etc. pertaining to Plantation Boards	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
8)	VIP /PMO references	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
9)	Deputation for CFC meetings, appointment in CFC as Governor/Alternate Governor, election of Executive Director/Alternate ED in CFC	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
10)	Submission of ATNs for observations/recommendations/questionnaires made	ASO/SO>US>DS/Dir>JS/AS	JS/AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
	by Parliamentary Standing Committees, Consultative Committee on Commerce		
11)	Inputs for Export Strategy/Foreign Trade Policy	ASO/SO>US>DS/Dir>JS/AS	JS/AS
12)	Issues relating to Indian Institute of Plantation Management, Bangalore	ASO/SO>US>DS/Dir>JS/AS	JS/AS
13)	Appointment of Chairman, IIPM	SO/US>DS/Dir>JS/AS>Secretary	Secretary
14)	Inputs for Minister's Visits	ASO/SO>US>DS/Dir>JS/AS	JS/AS
15)	Matters relating to RTI Act, 2005	CPIO/US	CPIO/US
16)	RTI Appeal	SO>Appeal Authority/ DS/Dir.	Appeal Authority/ DS/Dir.
17)	Public Grievances	ASO/SO>US>DS/Dir	DS/Dir
18)	Monthly Reports/Quarterly reports	ASO/SO>US>DS/Dir>JS/AS	JS/AS
19)	Participation of Boards in Domestic fairs/exhibition etc.	ASO/SO>US>DS/Dir>JS/AS	JS/AS
20)	Participation of Boards in foreign fairs/exhibition etc.	SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
21)	Representations relating to Boards from various associations	ASO/SO>US>DS/Dir>JS/AS	JS/AS
<i>Note: only one staff per level will put up the file to the next level</i>			
51.	Protocol		
1)	Approval for procurement of goods & services up to 5 lakhs (for recurring/non-recurring)	JSA/SO/US>DS/ Director>JS	DS/Director/ JS
2)	Arrangement for the reception of the visiting delegations at the airport, railway stations, etc.	JSA/SO/US>DS/ Director	DS/Director
3)	Arrangement for hotel accommodation	JSA/SO/US>DS/ Director>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	Coordination with the Ministry of Home Affairs, Ministry of External Affairs, the Delhi Administration, Police and Security Authorities in connection with the visits of delegations	JSA/SO/US>DS/ Director	DS/Director
5)	Coordination of arrangement with the State Government concerned for the visit of the delegations to places in India (outside Delhi)	JSA/SO/US>DS/ Director>JS	DS/Director/ JS
6)	Arrangement regarding official lunches/dinners receptions (signing ceremony of trade agreement, etc.) given by the department to the visiting delegations.	JSA/SO/US>DS/ Director>JS	JS
7)	Arrangements for purchase for purchase of gifts for visiting delegations.	JSA/SO/US>DS/ Director>JS	JS
8)	Booking and clearance of all bill relating to expenditure incurred on state guests in respect of hotel accommodation, road transport, invitation card, air, road and rail travels throughout India and social functions.	JSA/SO/US>DS/ Director>JS	JS
9)	Processing payment of bills presented by state government for expenditure incurred by them on the visiting delegations.	JSA/SO/US>DS/ Director	DS/Director
10)	To Receive and see off Indian delegations going abroad. To purchase gifts for them, dispatch of gifts for Indian delegations. Receptions and seeing off foreign dignitaries coming for trade talks.	JSA/SO/US>DS/ Director	DS/Director
52.	Receipt & Issue		
1)	Processing of Speed Post bills for payment.	SO*/US*> Dir**	Dir**

S. No.	Type of cases	Channel of Submission	Level of Disposal
2)	Processing of bills for making payment in respect of Diplomatic Bags in DoC.	SO*/US*> Dir**	Dir**
<i>*SO or RO or DO or US as the case may be</i> <i>**DS or Director as the case may be</i>			
53.	Record Cell		
1)	Monthly progress report regarding recording of files and review thereof.	SO>US	US
54.	TNB (Rules, FTA Coordination, Regional & Plurilateral Arrangements)		
1)	UNCTAD i. Policy Issues ii. Regular meetings iii. Routine cases	DS/Director >ADGFT (JS)/AS >Secretary>CIM DD/Consultant/SO>DS/Director>ADGFT(JS)/AS > Secretary DD/Consultant/SO > DS/Director >ADGFT (JS) DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS) DS/ Director
2)	Generalised System of Preferences (GSP) i. Policy Issues ii. Routine cases	DS/Director >ADGFT (JS)/AS >Secretary>CIM DD/Consultant/SO>DS/Director>ADGFT(JS)/AS > Secretary DD/Consultant/SO >DS/Director	CIM Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
			DS/Director
3)	Global System of Trade Preferences (GSTP) i. Policy Issues ii. Negotiations iii. Routine Case	DS/Director> ADGFT (JS)/AS> Secretary >CIM DD/Consultant/SO>DS/Director> ADGFT(JS)/AS> Secretary DD/Consultant/SO > DS/Director > ADGFT (JS) DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS) DS/Director
4)	Asia Pacific Trade Agreement (APTA) i. Policy Issues ii. Negotiations iii. Routine Cases	DS/Director > ADGFT (JS)/AS > Secretary >CIM DD/Consultant/SO>DS/Director> ADGFT(JS)/AS> Secretary DD/Consultant/SO > DS/Director > ADGFT (JS) DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS) DS/ Director
5)	BIMSTEC i) Policy Issues ii) Negotiations iii) Routine Cases	DS/Director > ADGFT (JS)/AS>CS>CIM DD/Consultant/SO>DS/Director> ADGFT(JS)/AS> Secretary DD/Consultant/SO> DS/Director> ADGFT (JS) DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS) DS/ Director

S. No.	Type of cases	Channel of Submission	Level of Disposal
6)	RCEP i. Policy Issues ii. Routine Cases	DS/Director > ADGFT (JS)/AS> Secretary >CIM DD/Consultant/SO > DS/Director > ADGFT (JS)/AS> Secretary DD/Consultant/SO > DS/Director	CIM Secretary DS/ Director
7)	Authorization of Agencies for issuance of Certificate of Origin i. Policy Issues ii. Routine Cases	DS/Director > ADGFT (JS)/AS>CS>CIM DD/Consultant/SO>DS/Director> ADGFT(JS)/AS> Secretary DD/Consultant/SO>DS/Director> ADGFT(JS)/AS OR DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS)/AS DS/Director
8)	BRICS, IBSA, G-15, G-77, UN Conferences, Commonwealth i. Policy Issues ii. Negotiations iii. Routine cases	DS/Director > ADGFT (JS)/AS>CS>CIM DD/Consultant/SO>DS/Director> ADGFT(JS)/AS> Secretary DD/Consultant/SO > DS/Director > ADGFT (JS) DD/Consultant/SO > DS/Director	CIM Secretary ADGFT (JS) DS/Director
9)	Rules of Origin negotiations for other FTAs	DD/DS/Director > ADGFT (JS)/AS	ADGFT (JS)/AS
55.	Right to Information Cell		
1)	RTI Applications:		

S. No.	Type of cases	Channel of Submission	Level of Disposal
	i. Forward/Transfer On line/ Physical Applications	ASO>Dir/DS (Nodal CPIO)	Dir/DS
	ii. Providing information to the applicant	ASO / SO* >Dir/DS (Nodal CPIO)	Dir/DS
	iii. Transfer to another PIO	ASO / SO* >Dir/DS (Nodal CPIO)	Dir/DS
2)	RTI Appeals:		
	i. Forward/Transfer Online /Physical Appeals	ASO>Dir/DS (Nodal CPIO)	Dir/DS
	ii. Providing information to the applicant on order of the appellate authority	ASO/ SO* >Dir/DS (Nodal CPIO)	Dir/DS
3)	Quarterly/Annual Reports to CIC	ASO/ SO* >Dir/DS (Nodal CPIO)	Dir/DS
4)	Circulation of Instructions relating to RTI.	ASO/ SO* >Dir/DS (Nodal CPIO)	Dir/DS
5)	Forward/Transfer On line/Physical Second RTI Appeals	ASO/SO*>Dir/DS (Nodal CPIO)	Dir/DS
6)	Third Party Audit of Disclosure under RTI Act,2005	ASO/SO*>Dir/DS (Nodal CPIO)>JS	JS
7)	Issue of Username and Password of CPIOs and FAAs in DoC	ASO/ SO*>Dir/DS (Nodal CPIO)	Dir/DS
8)	Matters related to Transparency Officer in Department of Commerce	ASO/SO*> Dir/DS (Nodal CPIO)>JS	JS
9)	Any other matter relating to RTI requiring approval of the Commerce Secretary	ASO/SO*> Dir/DS (Nodal CPIO)> JS>Secretary	Secretary
<i>*Higher designation officer subject to posting in the RTI Cell.</i>			
56.	Special Economic Zone		
1)	Amendment to SEZ Act/Rules	US>Dir>AS> Secretary >Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
2)	Parliament Questions (i) Starred (ii) Unstarred	US>Dir>AS>Secretary>Minister US>Dir>AS>MoS	Minister MoS
3)	Other parliament related work	US>Dir> JS>Secretary	Secretary
4)	Formulation of policy	US>Dir> AS>Secretary	Secretary
5)	Administrative proposals of routine nature	SO>Dir>AS	AS
6)	BOA meetings for SEZs (i) Preparation of Agenda (ii) Approval of Minutes	US>Dir>AS US>Dir>AS>Secretary	AS Secretary
7)	Issues relating to implementation of decisions taken by Board of Approval	SO>Dir>JS>Secretary	Secretary
8)	VIP References: (i) To be replied by Secretary (ii) To be replied by Minister	SO>Dir>JS>Secretary SO>Dir>JS>Secretary>Minister	Secretary Minister
9)	Reply to audit paras of CAG/PAC	SO>Dir>JS> Secretary/AS	Secretary/AS
10)	Laying of Annual Report of SEZ Authority	SO>Dir>JS>MoS	MoS
11)	RTI matters	ASO>SO>Director	Director
57.	Technical Assistance/ Trade Commissioner		
1.	Preparation of Budget Estimates and allocation of funds to Missions, Audit Objection accounts and other Financial Matter in respect of Commercial Wings of Indian Mission abroad.	ASO/US > DS/Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
2.	Examination of Monthly Expenditure Statements received from Commercial/Non-Commercial Missions abroad.	ASO/US>Dir	Dir
3.	Approval of purchases of office equipments, furniture, carpet crockery, cutlery for Representational/Non-Representational officers to be made by Commercial Wings of Indian Mission.	ASO/US > DS/Dir > JS	JS in consultation with Finance Division
4.	Purchase of staff car for official use of Commercial Wing in Missions abroad.	ASO/US > Dir>JS	JS in consultation with Finance Division
5.	All appointments/transfers of officers and staff etc. in the budget of Department of Commerce (Diplomatic and Non-Diplomatic).	ASO/US > DS/Dir> JS> Secretary	Secretary
6.	Selection process & appointments of non-IFS Officers for posting in commercial wings abroad.	ASO/US > DS/Dir> JS> Secretary	Secretary
7.	Communication of transfer, medical examination, booking of air and sea passages, sanction for the advances, i.e. Pay, T.A. Outfit/Special Outfit allowances, renewal of Outfit allowance, transfer grants etc.	ASO/US > DS/Dir> JS> Secretary	Secretary
8.	Issue of Transfer terms, grant of leave/Home leave/home leave fares/emergency passage and settlement of passage bills received from Air/Shipping companies etc.	ASO/US > DS/Dir> JS> Secretary	Secretary
9.	Policy matters (Cabinet Note) regarding creation/abolition of posts in Commercial Missions abroad.	US > DS/Dir > JS > Secretary>CIM	CIM
10.	Creation /continuation/transfer of post India based as well as local posts abroad	ASO/US > DS/Dir> JS>Secretary>CIM	Secretary /CIM
11.	Opening of new Commercial Offices in Indian	ASO/US > DS/Dir> JS> Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Missions abroad.		
12.	Issue of extension orders in respect of non-IFS Officers in Mission abroad	ASO/US > DS/Dir> JS> Secretary	Secretary
13.	Review of staff position in all Commercial Sections abroad in consultation with concerned Territorial sections at Hqrs.	ASO/US > DS/Dir> JS> Secretary>CIM	CIM
14.	Revision, fixation of pay scales and terms and conditions of service for local recruits in Commercial Missions abroad	ASO/US > DS/Dir>JS> Secretary	Secretary
15.	Renting of residence of officers and staff and office residences.	ASO/US > DS/Dir> JS> Secretary	Secretary
16.	Work relating to selection and deputation of officers/executives for courses of candidates to various training programmes offered by International Organisations and other Government – e.g. UNIDO/UNDP/Colombo Plan and Special Wealth African Assistance Programme (SCAAP) abroad.	ASO/US > DS/Dir> JS> Secretary	Secretary
17.	Work relating to processing and coordination of various financial and technical assistance projects and programmes with Swedish International Development Authority, Commonwealth Funds for Technical cooperation.	ASO/US > DS/Dir> JS> Secretary	Secretary
18.	All training programmes abroad.	ASO/US > DS/Dir> JS> Secretary	Secretary
19.	VIP References	ASO/US > DS/Dir > JS >Secretary>CIM	CIM
20.	Parliament Question i. Unstarred	ASO/US > DS/Dir > JS >Secretary>MoS	MoS
	ii. Starred	ASO/US > DS/Dir > JS >Secretary>CIM	CIM

S. No.	Type of cases	Channel of Submission	Level of Disposal
21.	Review of Manual of Instructions of Commercial Representative in Missions/ Posts abroad.	ASO/US > DS/Dir> JS> Secretary	Secretary
22.	Follow up of Survey Reports conducted with Technical Assistance aid.	ASO/US > DS/Dir > JS	JS
23.	Maintenance of Control Register in respect of Officers of the Department of Commerce and its subordinate organisations going abroad on training	ASO/US > DS/Dir> JS>Secretary	Secretary
58.	Trade Finance Services		
1)	All credit related problems of export trade finance.	ASO/SO>US> DS>JS	JS
2)	All matters pertaining to trade finance, including representations from trade industry pertaining to Department of Revenue, Reserve Bank of India, Banks etc.	ASO/SO>US>DS>JS	JS
3)	Coordination of Pre and Post Budget Proposals	US>DS>JS>Secretary	Secretary
4)	Receive grievances (other than relating to corruption) from public staff, concerning Department of Commerce and its offices; distribute them amongst the Division concerned for redressal by them.	ASO/SO>US> Director	Director
5)	Coordinate with Grievance Redressal Officers/Division within Department of Commerce and its offices and monitor disposal of grievances and appeals thereof by the Divisions.	ASO/SO>US> Director	Director
6)	Interface with other Departments/ Ministries regarding grievance petitions (other than those on corruption)	ASO/SO>US> Director	Director
7)	Dissemination of information and guidelines and other periodicals input from nodal Department	ASO/SO>US> Director	Director

S. No.	Type of cases	Channel of Submission	Level of Disposal
	(DARPG).		
8)	Furnishing periodicals Reports and Returns.	ASO/SO>US> Director	Director
9)	Preparation of Citizens Charter of the Department of Commerce.	US> Director>JS*>Secretary	Secretary
<i>* JS/JS level officer</i>			
59.	Trade Negotiation-Wing – Multilateral (TNM) Division)		
1)	Monitoring of Cabinet / Cabinet Committee / GoM decisions	ASO/SO/AD/DD/US>DS/Dir> JS	JS
2)	Implementation of Uruguay/Doha round commitments	ASO/SO/AD/DD/US>DS/Dir> JS	JS
3)	Implementation of WTO MC level commitments	ASO/SO/AD/DD/US>DS/Dir> JS	JS
4)	Policy decisions on services negotiations under GATS	DS/Dir> JS>AS> Secretary>Minister ASO/SO/AD/DD/US>DS/Dir> JS>AS	Minister/ Secretary AS
5)	Reference from other Ministries relating to services	DS/Dir> JS>AS> Secretary	Secretary / AS
6)	TRIMS	DS/Dir> JS>AS> Secretary>Minister ASO/SO/AD/DD/US>DS/Dir> JS>AS	Minister/ Secretary AS
7)	General Council process	DS/Dir> JS>AS> Secretary	Secretary
8)	Implementation issues	DS/Dir> JS>AS> Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS	Secretary AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
9)	Making briefs for WTO issues for Indian delegations / officials visiting abroad and also during the visits of foreign dignitaries in India	DS/Dir> JS>AS> Secretary>Minister ASO/SO/AD/DD/US>DS/Dir> JS>AS	Minister/ Secretary AS/JS
10)	Organizing meetings of the Advisory Committee on International Trade minutes	DS/Dir> JS>AS> Secretary>Minister	Minister
11)	Investment, competition policy, global coherence, committee on trade and development, bilateral trade agreements and WTO coordinating group of secretaries and residual issues	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
12)	Policy decision on agreement on agriculture	DS/Dir> JS>AS> Secretary>Minister	Minister
13)	Work relating to Notification requirements under WTO	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
14)	Technical Barriers to Trade, Sanitary and Phyto-Sanitary , <u>NTMs</u> measures	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
15)	<u>CRIT Scheme / CRIT centres</u> –CWTOS, CTIL Administrative matters	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
16)	Work relating to agreement on Trade Related aspects of Intellectual Property Rights (TRIPS)	DS/Dir> JS>AS> Secretary> Minister	Minister
17)	Committee on Trade and Environment	DS/Dir> JS>AS> Secretary> Minister	Minister
18)	Issues relating to multilateral environmental agreement	DS/Dir> JS>AS> Secretary> Minister	Minister
19)	Labour related issues in WTO	DS/Dir> JS>AS> Secretary> Minister	Minister
20)	Trade Policy Review mechanism	DS/Dir> JS>AS> Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS	Secretary AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
21)	<ul style="list-style-type: none"> Negotiation on trade facilitation and negotiations on related trading arrangements Customs, valuation, pre-shipment inspection, rules of origin India's notification obligation under the agreement on Import Licensing Procedure India's obligation under WTO Trade Facilitation Agreement (TFA) National Committee on Trade Facilitation and other committees under TFA 	DS/Dir> JS>AS> Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS ASO/SO/AD/DD/US>DS/Dir> JS>AS ASO/SO/AD/DD/US>DS/Dir> JS>AS DS/Dir> JS>AS> Secretary/Cabinet Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS DS/Dir> JS>AS> Secretary/ Cabinet Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS	Secretary AS AS AS Cabinet Secretary /Secretary AS Cabinet Secretary /Secretary AS/JS
22)	Council for trade in goods, committee on market access, electronic commerce, ITA, government procurement, balance of payments	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS

S. No.	Type of cases	Channel of Submission	Level of Disposal
23)	GATT /GATS Interpretations	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
24)	E-Commerce	DS/Dir> JS>AS> Secretary	Secretary/ AS/JS
		ASO/SO/AD/DD/US>DS/Dir> JS>AS	
25)	Quantitative restrictions, non-tariff barriers	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
26)	Accession	DS/Dir> JS>AS> Secretary>Minister	Minister
		ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
27)	Tariffs and tariff negotiations	DS/Dir> JS>AS> Secretary>Minister	Minister
		ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
28)	State Trading Enterprises	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
29)	Committee on regional arrangements	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
30)	International Meat Council and Import Licensing Procedures	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
31)	VIP References	DS/Dir> JS>AS>Secretary>Minister	Minister
32)	Public Grievances	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
33)	Matters relating to WTO Committee on Safeguards	ASO/SO/AD/DD/US>DS/Dir> JS	JS
34)	Safeguard investigating cases	ASO/SO/AD/DD/US>DS/Dir> JS	JS
35)	Standing Board on Safeguard	DS/Dir> JS>AS>Secretary	Secretary
36)	Post ATC related matters	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
37)	Raising a dispute against any member in WTO	DS/Dir> JS>AS>Secretary>Minister	Minister
38)	Becoming a Third Party in a WTO dispute	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
39)	Submission to the WTO dispute panel / Appellate	DS/Dir> JS>AS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Body involving India	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
40)	WTO negotiating group on rules (anti-dumping agreement, agreement on subsidies and countervailing measures including fisheries sector	DS/Dir> JS>AS> Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS	Secretary AS
41)	Negotiations in the special session of the DSB	DS/Dir> JS>AS> Secretary ASO/SO/AD/DD/US>DS/Dir> JS>AS	Secretary AS
42)	Matters relating to WTO committees on anti-dumping and subsidies and countervailing measures	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
43)	Matters relating to the WTO Dispute Settlement Body	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
44)	Matters relating to Customs Tariff Act / Anti-dumping rules / countervailing duty rules to be taken up with the Ministry of Finance	DS/Dir> JS>AS>Secretary>Minister	Minister/ Secretary
45)	Matters relating to Indian Council of Arbitration	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS/JS
46)	Logistical arrangements for WTO ministerial conference	DS/Dir> JS>AS> Secretary	Secretary
47)	Deputation of delegation to WTO Ministerial Conference	DS/Dir> JS>AS> Secretary>Minister	Minister
48)	Deputation of a delegation to attend WTO related meetings	DS/Dir> JS>AS> Secretary>Minister	Minister
49)	Convening of stakeholders consultations on WTO issues	DS/Dir> JS>AS> Secretary>Minister	Minister/ Secretary
50)	Preparation and issue of background notes for stakeholder consultations	ASO/SO/AD/DD/US>DS/Dir> JS>AS	AS
51)	Convening of meetings of Advisory Committee on International Trade (ITAC) and issue of summary	DS/Dir> JS>AS> Secretary>Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
	record of discussions therein		
52)	Parliament Questions		
	i) Starred	DS/Dir> JS>AS> Secretary>Minister	Minister
	ii) Unstarred	DS/Dir> JS>AS> Secretary>minister	Minister
53)	Work relating to Standing Parliamentary Committee on Commerce and Consultative Committee of Parliament attached to the Ministry of Commerce & Industry	DS/Dir> JS>AS> Secretary>Minister	Minister/ Secretary
54)	Matters relating to preparation and circulation of notes for Cabinet / Cabinet Committees / Group of Ministers	DS/Dir> JS>AS> Secretary>Minister	Minister
55)	Matters related to OECD, WEF, etc.	DS/Dir> JS>AS> Secretary	Secretary
56)	Matters related to Investment (FDI) proposals of DOC	DS/Dir> JS>AS> Secretary>Minister	Minister
*ASO or YP or SO or RO or AD or Assistant DGFT or DD or US or Dy. DGFT as the case may be as level 1			
** Deputy Secretary or Director or Joint Director or Joint DGFT as the case may be at level 2			
60.	Trade Promotion – A (ITPO)		
1)	Release of funds to ITPO	SO*>US**>DS***>JS/AS	JS/AS
2)	VIP References	US**>DS***>JS> Minister/ Secretary	Minister/ Secretary
3)	Parliament questions: -		
	i. Starred	US**>DS***>JS> Secretary>Minister	Minister
	ii. Unstarred	US**>DS***>JS> Secretary>MoS	MoS
4)	EAC, Finalization of overseas programme of ITPO	US**>DS***>JS>AS&FA	AS&FA

S. No.	Type of cases	Channel of Submission	Level of Disposal
5)	Cabinet notes	US**>DS***>JS> Secretary>Minister	Minister
6)	Court Cases	SO*>US**>DS***>JS/AS	JS/AS
7)	C&AG Paras	SO*>US**>DS***>JS/AS	JS/AS
8)	Furnishing of factual information called by other sections of the Department for reply to parliament question	SO*>US**>DS***>JS/AS	JS/AS
9)	Constitution of Board of Directors, Board of Management, Governing Body of ITPO	US**>DS***>JS> Secretary>Minister	Minister
10)	Meeting of Board of Directors, Board of Management and Governing Body of ITPO	US**>DS***>JS>JS/AS>Secretary	Secretary/JS/AS
11)	Signing of MoU of ITPO	US**>DS***>JS>Secretary	Secretary
12)	Deputation/ tour of the chief executives of ITPO	US**>DS***>JS> Secretary>Minister	Minister
13)	Miscellaneous financial matters relating to ITPO.	US**>DS***>JS>AS&FA	AS&FA
14)	Miscellaneous matters relating to ITPO	US**>DS***>JS>JS/AS>Secretary	Secretary/JS/AS
15)	Periodical returns to be submitted to other sections of the Department	ASO>SO*>US**> DS***	DS***
16)	Weeding out of old records	ASO>SO*>US**> DS***	DS***
17)	Complaints against senior officials of ITPO.	US**>DS***>JS/AS>Secretary	Secretary/JS/AS (depending upon the level/gravity of complaint)
18)	Request for sponsorship of seminar/trade fairs, etc organized by private bodies.	SO*>US**>DS***>JS/AS	JS/AS
19)	Laying of Annual Report of ITPO	US**>DS***>JS>Secretary>MoS	MoS

S. No.	Type of cases	Channel of Submission	Level of Disposal
20)	Material for Annual Report of the Department.	SO*>US**>DS***>JS/AS	JS/AS
21)	RTI Matters	ASO>SO*>US**> DS***	DS***
<i>*ASO in case there is no SO. **US or DD as the case may be ***DS or Dir as the case may be</i>			
61.	Trade Promotion - B		
In respect of Indian Institute of Packaging (IIP)			
1)	Release of funds (plan and non-plan), to IIP	US*>Dir**> AS***	AS***
2)	VIP references.	Dir>AS> Secretary>Minister	Minister
3)	Parliament questions: - i) Starred;	Dir>AS> Secretary>Minister	Minister
	ii) Unstarred.	US> Dir> AS>MoS	MoS
4)	Cabinet Notes.	Dir>AS> Secretary>Minister	Minister
5)	Court Cases.	US > Dir >AS	AS
6)	C&AG paras.	US> Dir >AS	AS
7)	Furnishing of information called by other sections of the Department for reply to parliament question.	US > Dir >AS	AS
8)	Meeting of Governing Body.	US>Dir>AS>Secretary	Secretary
9)	Deputation/ tour of the Chief Executive of IIP.	Dir>AS> Secretary>Minister	Minister
10)	Miscellaneous financial matters relating to IIP	US > Dir > AS>AS&FA	AS & FA
11)	Miscellaneous matters relating to IIP.	US> Dir > AS>Secretary	Secretary/AS (depending

S. No.	Type of cases	Channel of Submission	Level of Disposal
			upon the level/gravity of matter)
12)	Periodical returns to be submitted to other Sections of the Department	US>Dir	Dir
13)	Weeding out of old records.	US>Dir	Dir
14)	Complaints against senior officials of IIP.	US> Dir > AS>Secretary	Secretary/AS(depending upon the level/gravity of complaint)
15)	Laying of Annual Report of IIP.	US > Dir> AS>MoS	MoS
16)	Material for Annual Report of DoC.	US > Dir>AS	AS
17)	RTI matters	US>Dir	Dir
*SSA/ASO/SO/US **DS/Dir ***SS/AS/JS			
In respect of Indian Institute of Foreign Trade (IIFT)			
1)	Release of funds (plan and non-plan), to IIFT	SO*> DS**>JS	JS
2)	VIP references.	DS**>JS>Secretary>Minister	Minister
3)	Parliament questions: - i. Starred;	DS**>JS>Secretary>Minister	Minister
	ii. Unstarred.	SO*> DS**>JS >MoS	MoS
4)	Cabinet Notes.	DS**>JS>Secretary >Minister	Minister

S. No.	Type of cases	Channel of Submission	Level of Disposal
5)	Court Case	SO*> DS**>JS	JS
6)	C&AG paras.	SO*> DS**>JS	JS
7)	Furnishing of factual information called by other sections of the Department for reply to parliament question.	SO*> DS**>JS	JS
8)	Constitution of Board of Directors, Board of Management governing Body of IIFT	DS**>JS>Secretary >Minister	Minister
9)	Meeting of Board of Directors, Board of Management governing Body of IIFT	DS>JS >Secretary	Secretary /JS
10)	Deputation/tour of the chief executives of IIFT	SO*>JS>CS >Minister	Minster
11)	Miscellaneous financial matters relating of IIFT	SO*> DS**>JS*>AS&FA	AS&FA
12)	Miscellaneous matters relating to IIFT	SO*> DS**>JS*>Secretary	Secretary/JS
13)	Periodical returns to be submitted to other sections of the department	SO*>DS**	DS**
14)	Weeding out of old records	SO*>DS**	DS**
15)	Complaints against senior officials of IIFT	DS**>JS>Secretary	Secretary /JS (depending upon the level/ gravity of complaint)
16)	Request of sponsorship of seminar/trade fairs, etc organised by private bodies.	SO*>DS**>JS	JS
17)	Laying of annual report of IIFT	SO*>DS**>JS>MoS	MoS
18)	Material for Annual report to the department	SO*>DS**>JS	JS
19)	RTI Matters	SO*>DS**	DS**
*ASO/SO/US **DS/Dir.			

S. No.	Type of cases	Channel of Submission	Level of Disposal
***SS/AS/JS			
In respect of National Centre for Trade Information (NCTI)			
1)	NCTI (Liquidation under process) policy matters	SO/US>DS/Dir>JS> Secretary >CIM	CIM
2)	NCTI (Liquidation under process) routine matters	SO/US>DS/Dir>JS	JS
62. Vigilance			
1)	Complaints alleging corruption on matters pertaining to DoC, against officials of CSCS; ex. Cadre posts and MTS of DOC (proper); CSS; CSSS; and other Group A officers working in/under DoC upto the level of Dir/Equivalent..	ASO/SO/US>DS/Dir> JS&CVO	JS&CVO
2)	Complaints against officers working in and under DoC of the level of JS/Equivalent upto Additional/ Special Secretary/ Equivalent; and Board Level officers of PSUs etc alleging corruption on matters pertaining to DoC..	ASO/SO/ US>DS/Dir > JS&CVO>Secretary	Secretary
3)	Complaints against Secretary – To be forwarded to Cabinet Secretariat as per DoP&T guidelines for consideration by the Group of Secretaries.	ASO/SO/ US>DS/Dir > JS&CVO>CIM	CIM
4)	Vigilance Clearance of officials of CSCS; ex. Cadre posts and MTS of DOC (proper); CSS; CSSS; and other Group A officers working in/under DoC upto the level of Dir/Equivalent.	ASO/SO/ US>DS/Dir >JS&CVO	JS&CVO
5)	Vigilance Clearance of officers working in and under DoC of the level of JS/Equivalent upto Additional/ Special Secretary/ Equivalent; and Board Level officers of PSUs etc	ASO/SO/ US>DS/Dir > JS&CVO>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
	alleging corruption on matters pertaining to DoC.		
6)	Vigilance Clearance of Commerce Secretary	ASO/SO/ US>DS/Dir > JS&CVO>CIM	CIM
7)	Disciplinary Proceedings on vigilance matters and cases under PC Act 1988, pertaining to DoC, against officers of CSS; CSSS; and other Group A officers (whose appointing authority is Hon'ble CIM/President) and Board Level Officers of PSUs, working in/under DoC	ASO/SO/ US>DS/Dir > JS&CVO > Secretary > CIM	CIM
8)	Appeal, petitions, memorials, representations arising out of orders passed in disciplinary cases	ASO/SO/ US>DS/Dir > JS&CVO > Secretary > CIM	CIM
9)	Preparation of Lists of officers of 'Doubtful Integrity' and 'Agreed List';	ASO/SO/ US>DS/Dir > JS&CVO > Secretary	Secretary
10)	Court cases arising out of disciplinary proceedings involving vigilance angle	ASO/SO/ US>DS/Dir > JS&CVO > Secretary	Secretary
11)	Preventive vigilance inspection of attached, subordinate, autonomous offices, etc and vigilance reports and returns to be submitted to CVC, Department of Personnel etc.	ASO/SO/ US>DS/Dir> JS&CVO	JS&CVO
12)	Examination of Audit paras and reports of Estimates Committee, PAC etc	ASO/SO/ US>DS/Dir> JS&CVO> Secretary	Secretary
13)	Intimation regarding moveable and immoveable Property Return made under relevant conduct rules for officers of the level of JS, AS/equivalent	ASO/SO/ US>DS/Dir > JS&CVO > Secretary	Secretary
14)	Intimation regarding moveable and immoveable Property Return made under relevant conduct rules for officers of the level of SO upto Director/equivalent.	ASO/SO/ US>DS/Dir>JS&CVO	JS&CVO
15)	Routine matter like sending reminder, forwarding another letter or enclosure, calling information etc where no financial or administrative decisions are	ASO/SO/ US> DS/Dir	DS/Dir

S. No.	Type of cases	Channel of Submission	Level of Disposal
	required.		
63.	Women Cell		
1)	Unstarred Parliament question.	US*>Dir**>JS>MoS	MoS
2)	Starred Parliament question.	US*>Dir**>JS> Secretary>Minister	Minister
3)	VIP references.	US*>Dir**>JS> Secretary> Minister/ MoS	Minister/ MoS
4)	Note for Cabinet on plan of action for implementing national policy for the empowerment of women.	US*>Dir**>JS> Secretary> Minister	Minister
5)	Periodical reports to be submitted to O&M section.	US*> Dir**	Dir**
6)	Furnishing of factual information called by other sections of the Ministry for replies to parliament questions.	US*> Dir**	Dir**
7)	Processing of complaints received in respect of women employees.	US*>Dir**>JS	JS
8)	Dealing with all matters relating to gender budgeting and inclusion of gender issues in the Annual Report.	US*>Dir**>JS	JS
9)	Coordination with the Department of Women and Child Development, National Commission for Women & other concerned agencies in respect of the matters connected with welfare and economic empowerment of women and other related matters.	US*>Dir**>JS	JS
10)	Preparation of action plan pertaining to the Department for the overall development of women in line with the national policy for empowerment of women.	US*>Dir**>JS	JS
11)	To review plan schemes and other programmes relating to women's welfare.	US*>Dir**>JS>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
64.	Communication Division		
1)	VIP references.	US*>Dir>AS> Minister/ Secretary	Minister/ Secretary
2)	Parliamentary Questions: (i) Starred (ii) Unstarred	US*>Dir>AS>Secretary>Minister US*>Dir>AS>Secretary>MoS	Minister MoS
3)	C&AG paras	SO*>Dir>AS	AS
4)	Furnishing of factual information called by other sections of the Department for reply to parliament question	SO*>Dir>AS	AS
5)	Financial matters relating to redevelopment of website of DoC	US*>Dir>AS>AS&FA	AS&FA
6)	Miscellaneous matters relating to Communication	SO*>Dir>AS	AS
7)	Periodical returns to be submitted to other sections of the Department	SO*>Dir	Dir
8)	Material for Annual Report of the Department	SO*>Dir>AS	AS
9)	RTI Matters	SO*>Dir>AS	AS
<i>*US or SO or ASO as the case may be.</i>			
65.	CISO Office & IT Cell		
1)	Work related to Office of CISO	ASO>AD>CISO	CISO
2)	Cyber Crisis Management Plan and its allied Activities including Implementation of NISPG	ASO>AD>CISO	
3)	Handling of Receipt of MeitY/MHA/CERT-In/NSCS/IB in respect of Cyber & Information Security	ASO>AD>CISO	

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	IT Cell Coordination	ASO>AD/SO/US>DDG	DDG
5)	Correspondence Handling & Response of IT Activity	ASO>AD/SO/US>DDG	
6)	NSWS Integration and monitoring work	ASO>AD/SO/US>DDG>JS	JS
7)	Digitalization/e-Office/Automation related	ASO>AD/SO/US>DDG>JS	
8)	FRC: Digital Initiative related issue	ASO>AD/SO/US>DDG>JS	
9)	Hiring	ASO>AD/SO/US>DDG>JS	
10)	Development, Deployment and Integration Process of any new DoC Websites/portals	ASO>AD/SO/US>DDG>JS	
66.	Hindi (हिंदी)		
1)	सामान्य प्रकृति के अनुवाद से संबंधित सभी मामले	हिंदी अनुवादक	सहायक निदेशक/उप निदेशक
2)	विभिन्न त्रैमासिक / मासिक विवरणियां	हिंदी अनुवादक	सहायक निदेशक/उप निदेशक
3)	तकनीकी प्रकृति के अनुवाद के संबंधित सभी मामले जैसे अंतर्राष्ट्रीय व्यापार करार, मंत्रिमंडल के लिए नोट, मंत्रियों के वक्तव्य, संसदीय प्रश्न आदि	हिंदी अनुवादक/सहायक निदेशक	उप निदेशक/निदेशक
4)	राजभाषा नीति के कार्यान्वयन से संबंधित सामान्य मामले	हिंदी अनुवादक/सहायक निदेशक	उप निदेशक / निदेशक
5)	हिन्दी शिक्षण योजना से संबंधित सामान्य मामले	हिंदी अनुवादक/सहायक निदेशक/ उप निदेशक>	संयुक्त सचिव
6)	राजभाषा के कार्यान्वयन से संबंधित तिमाही प्रगति रिपोर्ट	हिंदी अनुवादक/सहायक निदेशक/ उप निदेशक>	संयुक्त सचिव

S. No.	Type of cases	Channel of Submission	Level of Disposal
7)	राजभाषा नियम 10 (4) के अंतर्गत कार्यालयों को अधिसूचित करना	हिंदी अनुवादक/सहायक निदेशक/ उप निदेशक > निदेशक	संयुक्त सचिव
8)	वार्षिक मूल्यांकन रिपोर्ट के लिए सामग्री	हिंदी अनुवादक/सहायक निदेशक/ उप निदेशक > निदेशक	संयुक्त सचिव
9)	हिन्दी सलाहकार समिति का गठन तथा उसकी बैठकें एवं कार्यवृत्त	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक > संयुक्त सचिव/ सचिव	राज्य मंत्री/केबिनेट मंत्री
10)	सलाहकार समिति की बैठकों में लिए गए निर्णयों पर कार्रवाई तथा बैठकों की कार्यसूची (एजेंडा)	हिंदी अनुवादक/सहायक निदेशक/उप निदेशक > निदेशक	संयुक्त सचिव
11)	संसद सदस्यों/ अति महत्वपूर्ण व्यक्तियों से प्राप्त पत्रों पर कार्यवाई	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक > संयुक्त सचिव/सचिव	राज्य मंत्री/केबिनेट मंत्री
12)	राजभाषा नीति के कार्यान्वयन के बारे में संसद सदस्यों द्वारा पूछे जाने वाले प्रश्न तथा संसद में उठाए जाने वाले अन्य मामले	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक > संयुक्त सचिव	राज्य मंत्री/केबिनेट मंत्री
13)	राजभाषा कार्यान्वयन समिति का गठन तथा उसकी बैठकों के निर्णयों पर कार्रवाई	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव
14)	संसदीय राजभाषा समिति की उपसमिति द्वारा मंत्रालय का निरीक्षण एवं वाणिज्य सचिव का मौखिक साक्ष्य	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक > संयुक्त सचिव	सचिव
15)	वाणिज्य मंत्रालय से संबंधित विषयों पर मौलिक पुस्तकों पर पुरस्कार तथा अन्य प्रोत्साहनों से संबंधित मामले	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव/ सचिव
16)	संसदीय राजभाषा समिति की उपसमिति द्वारा मंत्रालय के विभिन्न कार्यालयों के निरीक्षण तथा दौरा कार्यक्रम	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव/ सचिव
17)	राजभाषा नीति का पालन सुनिश्चित करने के लिए विभिन्न कार्यालयों का निरीक्षण तथा दौरा कार्यक्रम	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव/ सचिव
18)	वार्षिक रिपोर्ट के लिए सामग्री	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव

S. No.	Type of cases	Channel of Submission	Level of Disposal
19)	राजभाषा नीति के कार्यान्वयन तथा हिन्दी शिक्षण योजना से संबंधित नीतिगत मामले	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव
20)	विभिन्न कार्यालयों में हिंदी पदों के सृजन संबंधी मामले तथा प्रशासनिक मुद्दे	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक > संयुक्त सचिव	सचिव/वित्तीय सलाहकार
21)	राजभाषा संबंधी मामलों के बारे में बजट प्रावधान	हिंदी अनुवादक/सहायक निदेशक / उप निदेशक > निदेशक	संयुक्त सचिव
67.	Supply Division		
67.(i)	Establishment-I		
	Cadre Management matters pertaining to the Indian Inspection Service (IIS) and Indian Supply Service (ISS)		
1)	Appointment, Promotions, Resignations of the members of the IIS and ISS.	ASO/SO/US>DS/Dir>JS>Secretary>CIM/MOS	CIM/MOS
2)	Framing/Amendment of Recruitment Rules.	ASO/SO/US>DS/Dir>JS>Secretary>CIM/MOS (consultation with DOP&T/UPSC/ MOL as the case may be)	CIM/MOS (consultation with DOP&T/UPSC/ MOL as the case may be)
3)	References requiring specific approval	ASO/SO/US>DS/Dir>JS>Secretary>CIM/MOS (consultation with DOP&T/UPSC/ MOL as the case may be)	CIM/MOS (consultation with DOP&T/UPSC/ MOL as the case may be)

S. No.	Type of cases	Channel of Submission	Level of Disposal
4)	Establishment cases involving references to and from- The Union Public Service Commission (UPSC) The Appointments Committee of the Cabinet (ACC) Department of Personnel & Training and the Cabinet Secretariat Departmental Promotion Committee (DPC)	ASO/ SO/ US>DS/Dir>JS ASO/SO/US>DS/Dir>JS> Secretary >CIM/MOS ASO/SO/US>DS/Dir>JS> Secretary ASO/SO/US>DS/Dir>JS> Secretary >CIM	JS CIM/MOS Secretary CIM/ Secretary
5)	All establishment matters relating to vacancy position, appointment against vacancies etc.	ASO/ SO/ US>DS/Dir>JS	JS
6)	Allocation of work in respect of ISS/IIS Officers	ASO/SO/US>DS/Dir>JS> Secretary	Secretary /JS
7)	Fixation of Pay in respect of ISS/IIS Officers involving issues of special sanction	ASO/SO/US>DS/Dir>JS	JS
8)	Misc. establishment matters in respect of ISS/IIS Officers viz. grant of leave, forwarding of applications to UPSC, etc.	ASO/SO/US>DS/Dir>JS	DS/Director or JS
9)	References relating to Home Town declaration in respect of IIS/ ISS Officers	ASO/SO/US>DS/Dir>JS	JS
10)	Work relating to Group Insurance Scheme in respect of IIS/ ISS Officers	ASO/SO/US>DS/Dir	DS/Director
11)	Work relating to maintenance of service records, fixation of pay etc. in respect of all Gazetted Officers	ASO/SO/US>DS/Dir	DS/Director
12)	Work relating to grant of leave/ forwarding of applications/ posting	ASO/SO/US>DS/Dir>JS	JS
13)	Pension Cases	ASO/SO/US>Head of Office	Head of office (HOO)
14)	HBA	ASO/SO/US>DS/Dir>Head of the Department (HoD)	Head of the Department

S. No.	Type of cases	Channel of Submission	Level of Disposal of (HOD)
15)	Pay Fixation & Annual Increment	ASO/SO/US	US
67. (ii)	Residual Establishment & Surplus Cell (RE&SSEC)		
1)	Cases of grant of family pension to pensioners who retired before winding up to DGS&D	ASO/SO/US>DS/Dir>JS	JS
2)	Court cases filed by pensioners who retired before winding up of DGS&D	ASO/SO/US>DS/Dir>JS	JS
3)	Miscellaneous representations regarding service matters by pensioners who retired before winding up of DGS&D	ASO/SO/US>DS/Dir>JS	JS
4)	Pension cases of retiring surplus employees/ family pension cases/ Revision of Pension	ASO/SO/US> Head of Office	HOO
5)	Pay fixation matters like re-fixation of pay etc in few cases due to audit objections by PAO in r/o Surplus Employees	ASO/SO/US>DS/Dir>JS	JS
6)	Retirement order in respect of surplus employees	ASO/SO/US>DS/Dir>JS	JS
7)	Retirement benefits like Leave Encashment and CGEGIS\	ASO/SO/US>Head of Office	HOO
8)	Redeployment of Surplus staff in various ministries after receiving the offer of appointment	ASO/SO/US>DS/Dir>JS	JS
9)	Re-conveyance of HBA deed cases	ASO/SO/US>DS/Dir>JS	JS
10)	Grant of benefits of higher pay scale	ASO/SO/US>DS/Dir>JS	JS
11)	Change in nominee's name as beneficiary of family pension	ASO/SO/US>DS/Dir>JS	JS
12)	Change of Date of Birth of family pensioner	ASO/SO/US>DS/Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
13)	Grant of balance amount of CGEGIS to pensioners who retired before winding up of DGS&D	ASO/SO/US>DS/Dir>JS	JS
14)	Grant of lifetime arrears to legal heirs of Pensioners who retired before winding up of DGS&D	ASO/SO/US>DS/Dir>JS	JS
67.(iii)	Establishment- II		
1)	Leave (Gazetted Officer) up to US level	ASO/SO/US>DS/Dir.	DS/Director
2)	Leave (Non- Gazetted)	ASO/SO/US	US
3)	Home Town (Change of)	ASO/SO/US>DS/Dir>JS	JS
4)	Nomination (To be attested)	ASO/SO/US>H.O.O.	H.O.O. [US (Admn.)]
5)	Counting of past service	ASO/SO/US>DS/Dir>JS> Secretary	Secretary
6)	Forwarding of applications (Gazetted)	ASO/SO/US>DS/Dir>JS	JS
7)	Forwarding of applications (non-Gazetted)	ASO/SO/US>DS/Dir	DS/Director
8)	Permission of Medical treatment	ASO/SO/US>DS/Dir	DS/Director
9)	Pension cases, CGEGIS/Leave encashment	ASO/SO/US>H.O.O.	H.O.O.
10)	Pay fixation	ASO/SO/US>H.O. O	H.O.O.
11)	Per. Pay /Spl.	ASO/SO/US>DS/Dir>JS	JS
12)	HBA	ASO/SO/US>DS/Dir>JS	JS
13)	ISTM/ Training /Computer	ASO/SO/US>DS/Dir>JS	JS
14)	Advances (PC)	ASO/SO/US>DS/Dir>JS	HOD
15)	Foreign Travel of Officers	ASO/SO/US>DS/Dir>JS>Secretary >Minister	Minister
16)	Appointment of Invigilators or supervisors in UPSC/SSC Exams.	ASO/SO/US>DS/Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
17)	All matters pertaining to Section Officer & above (Under Secretary, Director) of CSS and Personal Secretary (PS) & above (PPS) of CSSS		
	i. Appointment	ASO/SO/US>DS/Dir>JS> Secretary	Secretary
	ii. Promotion/DPC*	ASO/SO/US>DS/Dir>JS> Secretary	JS/ Secretary
	iii. Transfer & Posting/Allocation of work	ASO/SO/US>DS/Dir>JS	JS
	iv. Retirement, Suspension etc.	ASO/SO/US>DS/Dir>JS	JS
	v. Miscellaneous matters	ASO/SO/US>DS/Dir>JS	JS
	<i>*Depending upon the level of the officer</i>		
18)	All matters pertaining to Assistant of CSS (Group B Non Gazetted) and PA of CSSS (Group B Non Gazetted)		
	i. Appointment	ASO/SO/US>DS/Dir>JS	JS
	ii. Promotion/DPC	ASO/SO/US>DS/Dir>JS	JS
	iii. Transfer & Posting/Allocation of work	ASO/SO/US>DS/Dir>JS	JS
	iv. Retirement, Suspension etc.	ASO/SO/US>DS/Dir>JS	JS
	v. Miscellaneous matters	ASO/SO/US>DS/Dir>JS	JS
19)	All matters pertaining to SSA, JSA of CSCS and Steno Grade ‘D’ of CSSS (Group C Post) & MTS		

S. No.	Type of cases	Channel of Submission	Level of Disposal
	i. Appointment	ASO/SO/US>DS/Dir	DS/Director
	ii. Promotion/DPC	ASO/SO/US>DS/Dir	DS/Director
	iii. Transfer & Posting	ASO/SO/US>DS/Dir	DS/Director
	iv. Retirement, Suspension etc.	ASO/SO/US>DS/Dir	DS/Director
	v. Maintenance of Post Based Roaster	ASO/SO/US>DS/Dir	DS/Director
	vi. Miscellaneous matters	ASO/SO/US>DS/Dir	DS/Director
	vii. RTI	ASO/SO/US>DS/Dir>JS	JS
	viii. MACP/NFSG (Gazetted Officers)	ASO/SO/US>DS/Dir>JS> Secretary	Secretary
	ix. MACP/NFSG (Non-Gazetted Officers)	ASO/SO/US>DS/Dir>JS	JS
	x. Verification of Service (Gazetted)	ASO/SO/US>DS/Dir	DS/Director
	xi. Verification of Service (Non-Gazetted)	ASO/SO/US>H.O.O.	HOO
	xii. Disciplinary Case (Gazetted)	ASO/SO/US>DS/Dir>JS>Secretary >Minister	Minister
	xiii. Disciplinary Case (Non-Gazetted)	ASO/SO/US>DS/Dir>JS	JS
20)	Intimation of Moveable and Immoveable property return.		
	Intimation regarding moveable and immoveable property return made under relevant conduct rules of officers/officials of DoC (SD) for group B (Non-	ASO/SO/US>DS/Dir>JS	JS/ HOD

S. No.	Type of cases	Channel of Submission	Level of Disposal
	Gazetted) & group C.(CSS, CSSS, CSCS & MTS)		
67.(iv)	Vigilance & Confidential Section		
1)	Complaints alleging corruption on matters pertaining to Supply Division against official of CSCS; ex. Cadre posts and MTS of Supply Division; CSS; CSSS; IIS, ISS and other Group A Officers working in/under DoC (SD) up to the level of Dir./Equivalent	ASO/SO/US>DS/Dir>JS&CVO	JS&CVO
2)	Complaints against IIS and ISS officers working in and under DoC(SD) of the JS level/ Equivalent up to Additional Secretary/ Equivalent	ASO/SO/US>DS/Dir>JS& CVO> Secretary	Secretary
3)	Vigilance Clearance of officials of CSCS, ex. Cadre Posts and MTS of DoC (SD), CSS; CSSS; IIS; ISS and other Group A officers working in DoC (SD) up to the level of Dir/ Equivalent	ASO/SO/US>DS/Dir>JS&CVO	JS&CVO
4)	Vigilance Clearance of officers working in DoC (SD) of the JS level/Equivalent upto Additional Secretary /Equivalent	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
5)	Disciplinary proceedings on vigilance matters and cases under PC Act 1988, pertaining to DoC (SD) against Officers of CSS; CSSS; IIS; ISS and other Group A officers (whose appointing authority is Hon'ble CIM/ President)	ASO/SO/US>DS/Dir>JS&CVO>Secretary> HON'BLE CIM	Hon'ble CIM
6)	Disciplinary proceedings on vigilance matters and cases under PC Act 1988, pertaining to DoC (SD) against Group B officers of IIS and ISS (whose Appointing authority is Commerce Secretary)	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
7)	Appeal, petitions, memorials, representations arising out of orders passed in disciplinary cases	ASO/SO/US>DS/Dir>JS&CVO>Secretary>CIM	CIM

S. No.	Type of cases	Channel of Submission	Level of Disposal
8)	Preparation of Lists of officers of 'Doubtful Integrity'- and 'Agreed List'	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
9)	Court Cases arising Out of disciplinary proceedings involving vigilance angle	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
10)	Preventive Vigilance inspection and vigilance reports and returns to be submitted to CVC, Department of Personnel, etc	ASO/SO/US>DS/Dir>JS&CVO	JS&CVO
11)	Examination of Audit paras and reports of Estimates Committee, PAC etc	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
12)	Intimation regarding moveable and immoveable property return made under relevant conduct rules for the officer of DoC (SD) of the level of JS and AS equivalent	ASO/SO/US>DS/Dir>JS&CVO> Secretary	Secretary
13)	Intimation regarding moveable and immoveable property return made under relevant conduct rules for officers of DoC (SD) of the level of SO up to Director/equivalent	ASO/SO/US>DS/Dir>JS&CVO	JS & CVO
14)	Routine matters like sending reminders, forwarding another Letter or enclosure, calling information, etc. where no financial or administrative decision are required	ASO/SO/US>DS/Dir	DS/Director
15)	Representation against adverse remarks in APAR in respect of all officers of DOC (SD)	ASO/SO/US>DS/Dir>JS (Supply)	JS (Supply)
16)	Issue of NRC in respect of Group 'A' officers of DOC (SD)	ASO/SO/US>DS/Dir>JS (Supply)	JS (Supply)
17)	Issue of NRC in respect of Group 'B' and 'C' officers of DOC(SD)	ASO/SO/US>DS/Dir	DS/Director
67.(v)	Litigation Section		
1)	Court Cases & Arbitration Cases	ASO/SO/US>Dir>JS	JS

S. No.	Type of cases	Channel of Submission	Level of Disposal
2)	Parliament Matter	ASO/ SO/US>Dir>JS> Secretary >MOS/CIM	MOS/CIM
3)	VIP Reference	ASO/ SO/US>Dir>JS> Secretary MOS/CIM	MOS/CIM
4)	Public Grievance Matter	ASO/ SO/US>Dir>JS	JS
5)	RTI Matter	ASO/ SO/US>Dir>JS	JS
6)	Miscellaneous Report	ASO/ SO/US>Dir	Director
67.(vi)	Cash, Accounts & Budget Section		
1)	Sanction for withdrawal from GPF	ASO/ SO/US>DS/Dir	HoD
2)	Sanction of GPF Advance	ASO/SO/ DDO	HoO
3)	Sanction for final payment of GPF	ASO/SO/ DDO	HoO
4)	Sanction of LTC Advance	ASO/SO/ DDO	HoO
5)	Adjustment/ Final LTC Claim	ASO/SO/ DDO	HoO
6)	Sanction of TA Advance	ASO/SO/ DDO	HoO
7)	Adjustment/Final TA claim		
	i. Self Controlling for all officers of the rank of Under Secy.& above	ASO/SO/ DDO	HoO/Concern Officer
	ii. Staff below the rank of Under Secy.	ASO/SO/ DDO	HoO
8)	Sanction of Children Education Allowance	ASO/SO/ DDO	HoO
67.(vii)	General Administration, CR & Records Section		
1)	Procurement of items upto Rs.2,000/- (recurring)	ASO/SO/US	US(GA),

S. No.	Type of cases	Channel of Submission	Level of Disposal
			Supply
2)	Procurement of items upto Rs.5,000/- (non-recurring)	ASO/SO/US	US(GA), Supply
3)	Forwarding application of issue of CGHS cards to employees	ASO/SO/US	US(GA), Supply
4)	Forwarding of applications for issue of ID Cards to officials	ASO/SO/US	HOO/ US(GA)
5)	Procurement of items/payment of AMCs upto Rs.30,000/- per annum in each case (recurring)	ASO/SO/US>Dir/ DS (Supply)	Dir/ DS (Supply)
6)	Procurement of items/payment of AMCs upto Rs.50,000/- in each case (non-recurring)	ASO/SO/US>Dir/ DS (Supply)	Dir/ DS (Supply)
7)	Power to incur miscellaneous expenditure upto Rs.10,000/- per annum in each case (recurring)	ASO/SO/US>Dir/ DS (Supply)	Dir/ DS (Supply)
8)	Power to incur miscellaneous expenditure upto Rs.30,000/- in each case (non-recurring)	ASO/SO/US>Dir/ DS (Supply)	Dir/ DS (Supply)
9)	Procurement of items/payment of AMCs upto Rs.2,50,000/- per annum in each case (recurring)	ASO/SO/US>Dir/DS (Supply)>JS (Supply)	JS(Supply)
10)	Procurement of items/payment of AMCs upto Rs.5,00,000/- in each case (non-recurring)	ASO/SO/US>Dir/DS (Supply)>JS (Supply)	JS(Supply)
11)	Power to incur miscellaneous expenditure upto Rs.2,50,000/- per annum in each case (recurring)	ASO/SO/US>Dir/DS (Supply)>JS (Supply)	JS(Supply)
12)	Power to incur miscellaneous expenditure upto Rs.3,00,000/- in each case (non-recurring)	ASO/SO/US>Dir/DS (Supply)>JS (Supply)	JS(Supply)
13)	Procurement of items/payment of AMCs above Rs.5,00,000/- (recurring/non-recurring)	ASO/SO/US>Dir/DS(Supply)>JS(Supply)/ AS&FA	AS&FA
14)	Cases relating to issue of open passes for non-gazetted employees etc.	ASO/SO/US>Dir/DS (Supply)>JS (Supply)	JS(Supply)
15)	Purchase of laptop etc. or any other item specially mentioned in GFR	ASO/SO/US>Dir/DS(Supply)>JS(Supply)/ AS&FA>Secretary	Secretary

S. No.	Type of cases	Channel of Submission	Level of Disposal
67.(viii)	Gem, Coordination and RP&I		
1)	Policies and Procedures dealt in Supply Division relating to GeM	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
2)	Issues arising out of deviations in the existing policy and procedures relating to GeM;	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
3)	Annual Report for GeM	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
4)	Processing of Material for Budget Speech of Finance Minister and address of the President of India to both Houses of Parliament, PM's Independence Day Speech related to GeM.	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
5)	Processing of Cabinet Notes/ Committee of Secretaries Notes (CoS) received from GeM. Processing of various Action taken reports (ATRs)/ updation on Cabinet decisions/ Committee of Secretaries decisions for e-samiksha related to GeM	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
6)	Work related to various reports i.e. Monthly achievement of division for perusal of HCIM, Monthly DO letter to Cabinet Secretary, Monthly D.O. for Financial Advisor, Monthly report on expenditure through GeM, Monthly DO format for status of implementation of Budget Announcement, Bi-monthly report to Department of Expenditure on review of procurement through GeM, etc.	ASO/ SO/US>DS/Dir>JS/AS	JS/AS
7)	Parliament Questions	ASO/SO/US>DS/Dir>JS/AS>Secretary>Minister	Minister
8)	Quarterly RTI report	ASO/ SO/US>DS/Dir	DS/Director

S. No.	Type of cases	Channel of Submission	Level of Disposal
9)	PMO/MPs/VIPs case – status report	ASO/ SO/US>DS/Dir>JS/AS	JS/AS
10)	Recording/ Indexing/ Reviewing/ Weeding out of old records/files	ASO/ SO/US>DS/Dir	DS/Director
11)	Residual matters of Purchase/ Inspection/ Registration etc. related to erstwhile DGS&D and all the regional offices of erstwhile DS&D/ DQA	ASO/ SO/US>DS/Dir>JS/AS	JS/AS
12)	All types of Complaints/ Grievances related to Purchase/ Inspection/registrations including CPGRMS/PMOPG etc	ASO/ SO/US>DS/Dir>JS/AS	JS/AS
13)	Any other matter related to procurement/ purchase/ RC/ Inspection/ Registration etc. of erstwhile DGS&D and all its regional offices	ASO/ SO/US>DS/Dir>JS/AS	JS/AS
14)	All VIP references/ parliament question etc. pertaining to purchase/RC/Inspection etc. matters of erstwhile DGS&D and all its regional offices	ASO/ SO/US>DS/Dir>JS/AS>Secretary	Secretary
15)	Residual matters related to Banning/ Deregistration/ suspension etc. of firms	ASO/SO/US>DS/Dir> JS/AS	JS/AS
16)	RTI Matters.	ASO/ SO/US>DS/Dir	DS/Director
17)	Audit Paras – Remedial action taken notes	ASO/SO/US>DS/Dir> JS/AS> Secretary	Secretary
18)	Forwarding of Representations pertaining to GeM	ASO/ SO/US>DS/Dir	DS/Director