

DETAILS OF LOCAL TOURS (JANUARY 1ST, 2013 TO MARCH 31ST, 2013)

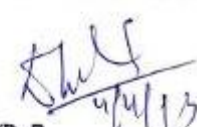
S.NO.	NAME OF OFFICIAL	NATURE OF OFFICIAL TOUR	PLACE VISITED	PERIOD	NO. OF PEOPLE INCLUDED IN OFFICIAL DELEGATION	TOTAL COST OF SUCH TRAVEL UNDERTAKEN (Rs.)					
						AIR FARE	HOTEL EXPENSES	HIRING OF CAR	DA	OTHER EXPENSES	
1	Mrs.Rita Menon, CMD	Inaugration of 6th Vibrant,Gujarat-Global Trade Show 2013	Ahmedabad	7-9 January, 2013	One	49,725.00	Being guest of honour,stay arranged by Gujarat Govt.	-		0	0
2	Mrs.Rita Menon, CMD	Meeting with Chief Secretary & other functionaries, Govt. of UP for organising 26th, ATPF meeting, Agra Mar 5-7, 2013	Lucknow	12-14 February, 2013	One	17,687.00	15,200.00			0	0
3	Mrs.Rita Menon, CMD	Press conference on 30th & Inaugration of JLF 2013	Chennai	30 January to 1 February 2013	One	79,112.00	28,811.00	35,500.00			
4	Shri Malay Shrivastava, ED	Press conference on 30th & Inaugration of JLF 2013	Chennai	30 January to 1 February 2013	One	79,112.00	26,489.00	34,680.00			

*[Handwritten signature]*

5	Shri Malay Shrivastava, ED	To see International Convention Centre at Hyderabad	Hyderabad	19-Feb-13	One	65,238.00	-		1,000.00
6	Mrs.Rita Menon, CMD	Inaugration of the 6th edition of signature 2013, organised by Gems & Jewellery EPC at Mumbai	Mumbai	22nd February 2013	One	58,357.00	-	-	1,000.00
7	Mrs.Rita Menon, CMD	CEO's ATPF meeting at Agra	Agra	March 5-7, 2013	One	Official Car	33,759.60	-	
8	Shri Malay Shrivastava, ED	CEO's ATPF meeting at Agra	Agra	March 5-7, 2013	One	Official Car	33,759.60		
9	Shri Malay Shrivastava, ED	Inaugration Ceremony of International Leather Goods Fair 2013	Kolkata	15-Mar-13	One	64,945.00	-	6,660.00	1,000.00

  
(A. K. BHAN)

DY. MGR

  
(D. P. POKRIYAL)  
MANAGER

Detail of Foreign tours undertaken by the officials of the rank of Joint Secretary and above in ITPO

Starting w.e.f. 1<sup>st</sup> January 2013 to 31<sup>st</sup> March 2013

Sl. No.	Name of the officials	Nature of the official tour	Place visited	Period	Number of people included in the official delegation	Total cost of such travel undertaken in (Rs.)			
						Air Fare	Hotel Accommodation	Other Charges	Total Cost
1.	Sh. Malay Srivastava E.D.	On official training of DOPT	Melbourne, Australia	Feb 3-8, 2013	One	-	-	7399	7399/-

\*The air fare and hotel accommodation has been arranged by DOPT. Charges of rescheduling of air tickets was borne by ITPO only.

*ABO* 2/4/13  
*M (CBK)* 2/4/13