

No. 2-ITPO(2)/E-I/. 2011
India Trade Promotion Organisation
(Admn. Division)

September 10,2012

Office Order No. Admn./...../2012

**Subject: Duty Roster of the Officers/officials for the months September, 2012
to February, 2013.**

The Duty Roster for deployment of officers/officials to the Central Control Room/ Facilitation Centre for the months September, 2012 to February, 2013 will be as under. All officials are required to attend their duty strictly in accordance with the circular dated 03.09.2012 (copy enclosed).

Morning Shift 7.00 AM to 3.00 PM	Evening Shift 3.00 PM to 11.00 PM	Dates of duty
Shri V K Katyal, Manager – team Coordinator Shri R C Nathani, Sr Asstt Shri Rajneesh Sharma, Announcer Shri Banarsi Lal, PA	Shri K P Singh, Manager- team Coordinator Shri Ram Kishan, Sr Asstt(NF), Shri R C Dhondiyal, Sr Asstt Shri Purushotam Lal, DM(NF)	15, 19,20,21, 25,26,27, Sept, 2012 1,2,3,7,8,9,13,14,15, 19,20,21, 25,26,27, 31 Oct,2012 1,2, 7,8,9,13,14,15, 19,20,21, 25,26,27, 31 Dec,2012 1,2,3,7,8,9,13,14,15, 19,20,21, 25,26,27, 31 Jan,2013 1,2,3,7,8,9,13,14,15, 19,20,21,25,26,27, Feb,2013
Mrs Kamla Devi, DM – Team Coordinator Shri Prem Kumar, Sr Asstt	Shri Radhey Shyam, Manager-Team Coordinator Shri Jitender Singh, Asstt Shri Kanwar Singh, Sr Asstt Shri Gaj Raj Singh, Asstt	16, 17,18, 22,23,24, 28 29,30 Sept,2012 4,5,6,10,11,12,16, 17,18, 22,23,24, 28 29,30 Oct,2012

Shri J P Gupta, Asstt Shri R D Sharma, executive		3 4,5,6,10,11,12,16, 17,18, 22,23,24, 28 29,30 Dec,2012 3 4,5,6,10,11,12,16, 17,18, 22,23,24, 28 29,30 Jan,2013 3 4,5,6,10,11,12,16, 17,18, 22,23,24, 28 Feb,2013
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In case of any failure to perform the duties sincerely, strict disciplinary action be initiated against the erring officers/officials. In case CCR officials above does not perform the above duty as nominated, it will be viewed seriously and they will be held personally responsible and action under the ITPO, CDA rules will be taken against the concerned official.

(B.L. Meena)
 Officer on Special Duty(Admn.)

To

All concerned

Copy to:

All HoDs

Copy for information to:

- i. SM(ML) for opening and closing of CCR.
- ii. E-I/E-II/E-III/E-IV/Vigilance/General Section

No. 2-ITPO(2)/E-I/. 2011
India Trade Promotion Organisation
(Admn. Division)

28.08.2012

CIRUCLAR

**Subject: Functions of Central Control Room (CCR)/Facilitation Centre
(FC) in Pragati Maidan throughout the year.**

The Central Control Room/ Facilitation Centre will function throughout the year. The work and its functions are defined as under:

- i. It is proposed that a single nodal personnel of Engg. Div. will interact with the various team members nominated now under roster duty for the purpose of Handing over/Taking over (HO/TO) process. The hall in-charge of Engg. Division in turn will also interact with nodal officer nominated in CCR. These arrangements will ensure the timely disposal of works related to HO/TO. JE of Works Division reach hall at 10.00 AM, now the Beldar of Works Division and CCR team will start the process at 7.00 AM.
- ii. The hall in-charge of Engg. Division will ensure handing over the keys to the nodal officers of CCR/FC one day before of the handing over of the hall and keys will be taken back after the taken over process is over which fall on next working day.
- iii. A joint inspection will be held for handing over by nodal officer of BDD and hall in-charge along with representatives of organizer before taking over on last day of exhibition to ascertain the visible defect/damages within working hour. The CCR team will keep copy of the proceedings.
- iv. The lock and key of the respective halls which are involved for the process of HO/TO are proposed to be kept safely in the Central Control Room/Security Room and made available on demand by the constituted team. This will remain in custody of JE of Works Division.
- v. CCR team will see that the records of vacation and take over are prepared properly.

Contd...2/-

1. Apart from this work the following work has to be done by CCR/CFC:

- i. To provide all information about the trade fairs/exhibitions to be held in India and abroad by ITPO and third-party fair organizers as and when enquired by the visitors/participants/ general public over telephone or by PA system during various ongoing activities/exhibitions in Pragati Maidan.
- ii. To co-ordinate with exhibition organizers and respective Divisions of ITPO for a particular fair during various fairs/exhibitions in Pragati Maidan.
- iii. To provide the details of events to be held/being held in Pragati Maidan such as cultural shows, Business Seminars, other activities to the visitors/participants/general public.
- iv. To co-ordinate with the respective Division(s) to ensure proper electricity/water supply to fair organizers/State Pavilions/F&B outlets/Vending Points and in case of breakdown of electricity/non-availability of water supply and for required of Wi-Fi services etc. during various fairs/exhibitions to be organized by ITPO or by the third party fair organizers.
- v. To report the entry of unauthorized vendors and persons to Pragati Maidan to GM (Security).
- vi. To maintain proper register for complaints received in CCR from the general public/participants/fair organizers and forward the same to the user Divisions for proper disposal of the complaints in time.
- vii. To co-ordinate with various Divisions to obtain important information of a particular activity/fair/exhibition/seminar/ programme so that CCR may disseminate the same to the visitors/participants etc.
- viii. To submit a daily report to HoD in-charge and to apprise the same to ED/CMD.
- ix. To make announcement about the "Lost & Found" with proper entry in a register.

2. Entry/Exit duties for exhibitor's goods entry and exit.

- i. Entry of exhibition goods is being regulated by the Security unit. Exit of the exhibition goods will be allowed by the officer in charge of Security Division on the basis of No Dues Clearance certificate and the specimen signature of the authorised representative of the third party event forwarded by the BD Department.

- ii. The concerned company prepares 3 copies the exit permits out of which one copy will be given to CCR and one copy retained by Security Unit the third copy will be retained by the Exhibitor.CCR will keep this copy for records apart from NOC given by BD division.
 - iii. In case of any failure to perform the duties sincerely, strict disciplinary action be initiated against the erring officers/officials. The CCR now is equipped with all facilities such as internal telephone, computers, walkie-talkie, transport, drinking water etc.
4. Their leave should be pre-sanctioned and leave can be sanctioned in case of exceptional/extra-ordinary circumstances. DGM (YKS) will be responsible for sanction of their all leaves unless station leaves. In case CCR officials above does not perform the above duty as nominated, it will be viewed seriously and they will be held personally responsible and action under the ITPO, CDA rules will be taken against the concerned official.

(B.L. Meena)
OSD(Admn.)

Copy to:

All HoDs