

No.4-ITPO(20)/E-I/2015 Vol-I
INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
25th January, 2018

OFFICE ORDER NO. ADMN/137/2018

With the approval of the Competent Authority, Sh. Sumit Kumar (Employee No.1510) is appointed as Assistant (Accounts) w.e.f. 08th January, 2018 (F/N) in the pay-scale of Rs.11600-28360 (pre-revised) (IDA Pattern) as per terms and conditions stipulated in ITPO's letter of even number dated 05th June, 2017. His appointment is subject to receipt of verification of correctness/genuineness of caste/community certificate.

He will be on probation for a period of two years from the date of joining, which may be extended at the discretion of the Appointing Authority without assigning any reason.

The basic pay of Sh. Sumit Kumar will be Rs.11600/- per month plus usual allowances as admissible to the employees of his status in ITPO as per Industrial D.A. pattern. He has been allotted Employee Number : 1510



(C. P. Maithani)
Dy. Manager(Admn)

To:
Sh. Sumit Kumar (Emp. No.1510)
Assistant (Accounts)

Copy to:

1. PS to CMD
2. PA to ED
3. SGM
4. FA&CAO(DMS)
5. DGM(GS)/DGM(RKT)
6. Salary/Vigilance/General/Security/Stores/Finance/CPF Unit/Computer Division/
E-I(Computer)
7. E-II Section alongwith all relevant documents.
8. Office Order Register