

**No.4-ITPO(6)/E-I/2017**  
**INDIA TRADE PROMOTION ORGANISATION**  
**(Administration Division, E-I Section)**

Pragati Maidan, New Delhi  
01<sup>st</sup> March, 2018

**OFFICE ORDER NO. ADMN/ 262/2018**

With the approval of the Competent Authority and with immediate effect, the following work allocations have been made at HOD level:-

S. No.	Name & Designation of the officer	Divisions allocated
1.	Sh. D.M. Sharma. FA&CAO	Finance, Estate Office Additional charge - NCTI.
2.	Sh. Vikas Malhotra, General Manager	(i) IT Services (ii) Fair Services-I
3.	Sh. Ashutosh Varma, General Manager	(i) Administration Division including Stores, General Section, RTI Cell, Hindi Section, C.R. Unit, R&I Section and Caretaking Unit (ii) Corporate Communication Services Division including Printing Unit (iii) Design & Display Unit (iv) Estate Management Division (v) Food & Beverages Unit (vi) Protocol Unit

*BN Gupta*

(BN Gupta)

Senior Manager (Admin)

To: All Concerned

Copy to:

1. PS to CMD
2. PA to ED
3. SGM
4. All HODs
5. Salary/Vigilance/E-III/E-I(Computer)/CR Unit
6. Office Order Register