

No.4-ITPO(1)/E-I/2017
India Trade Promotion Organisation
(Administration Division, E-I)

Pragati Maidan, New Delhi
Date: 26th March, 2018


Office Order No. Admin/ 338 /2018

In pursuance of the recommendations of the DPC and with the approval of the competent authority, Mrs. Karabi Mitra Mallick, Executive (TDC) is promoted to the post of Deputy Manager (TD Cadre) on regular basis in the pay-scale of Rs.16400-40500 (IDA) (pre-revised).

It has been decided by the Competent Authority that promotion of Mrs. Karabi Mitra, from Regional Office, Kolkata will be made subject to the condition that she will take over the charge of higher post at ITPO Headquarter, New Delhi. Financial benefits to the promoted officer will be effected from the date of her joining at Headquarter, New Delhi.

She will be on probation for a period of two years. During the period of probation, she can be reverted to the post from which she has been promoted, without assigning any reason. Her probation period can also be extended further without assigning any reason.

She is advised to submit her charge assumption reports to the Administration Division (E-I Section).


(B.N. Gupta)
Sr. Manager (Admin)

To:

Mrs. Karabi Mitra Mallick,
Deputy Manager (TDC) – R.O. Kolkata

Copy to:

1. PS to CMD
2. PA to ED
3. All HODs
4. All Regional Office, Chennai/Mumbai/Kolkata
5. Salary/Vigilance/E-III/Stores/General/E-I(Computer)/Computer Division/ C.R. Unit
6. Office Order Register