

INDIA TRADE PROMOTION ORGANIZATION
(ADMN. DIVISION)

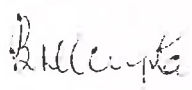
No. ITPO/(2)CR/2018

March 28, 2018

CIRCULAR

As per MOU target for the year 2017-18, ITPO is required to make the provision for on-line submission of APAR. Accordingly, National Informatic Centre (NIC) has developed the requisite software and provided the same to ITPO. The software has been uploaded and functional now onwards. The above software is required to be used by all Executives (EO) & above.

Digital Signature Certificates (DSCs) have already been provided to all the concerned officials. In case any official has not obtained DSC, they may approach Computer Division to arrange the same. From the year 2017-18, APAR will be submitted on-line only.


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


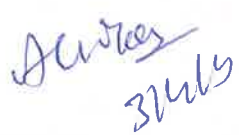

To,

All officials (Executive & above)

Copy to:

1. PS to CMD
2. PA to ED
3. All HODS/Company Secretary
4. Vigilance, E-I/E-II/E-III, Store, General Section/RTI Cell
5. Notice Boards

GIM(VM)




Vikas K. Singh
3/4/18
General Manager