

File No. 9-ITPO(1)/E-I/2015 Part  
India Trade Promotion Organisation  
(Administration Division, E-I Section)

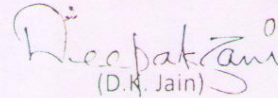
Pragati Maidan, New Delhi  
10<sup>th</sup> February, 2016

Circular No. Admn./ 14 / 2016

It has been observed that pages of files forwarded by the Sections to Senior Officers are not properly numbered (both correspondence and notings). Also, cross referencing is not done on the files. May please note that files should not contain more than 200 pages. A new volume may be opened for exceeding the 200 page bar.

All HoDs may ensure that all files which are being submitted to ED/CMD are properly numbered; cross references made. This may be strictly followed.

This is issued with the approval of Competent Authority.

  
(D.K. Jain)

Deputy General Manager (Admn.)

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