

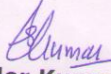
**2-ITPO(2)/E-I/2016**  
**India Trade Promotion Organisation**  
**(Administration Division)**

Pragati Maidan, New Delhi  
Date: 02<sup>nd</sup> August, 2016

**Office Order No. Admin./571/2016**

With the approval of the Competent Authority, the following work allocation has been made with immediate effect:

- (i) Sh. D.K. Jain, Deputy General Manager (Administration) will be the overall in-charge of Administration Division. He has been delegated the power of General Manager (Administration) till further orders.
- (ii) Sh. Vikas Malhotra, GM(IS) will also look after the work of Design & Display Unit and Corporate Communication Services Division in addition to his existing work.

  
**(Surinder Kumar)**  
**Manager(Admin.)**

**To:**

Sh. Vikas Malhotra, GM (IS)

Sh. D.K. Jain, DGM(Admn.)

**Copy to:**

1. PS to CMD
2. PA to ED
3. All HODs
4. DCVO/DGM(GS)
5. All Regional Offices
6. Bill Checking Section/E-I (Computer)/Stores/General/PI Cell/  
E-II/E-III Section.
7. Office Order Register