



File No.9-ITPO(1)/E-I/2017
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
28 August, 2017

Circular No. Admin/ 4/ /2017

It has been decided by the Competent Authority that henceforth, the employees who are residing in Owed/Government/Rental accommodation as well as any change in their residential address it shall be responsibility of concerned officer/official to inform to their respective personal sections (E-II/E-III) while giving declaration for claiming House Rent Allowance (HRA).

(J L Gupta)

Dy. General Manager (Admin)

To:

All employees

Copy to:

DGM(Admin)/DGM(F&A/Cs)