

File No.14-ITPO(2)/E-I/2009
India Trade Promotion Organisation
(Administration Division, E-I Section)

08.11. 2023

Office Order No. Admin/885/2023

In supersession of office order no. Admin/882/2023 dated 08.11.2023 reg. the distribution of Admit-I passes for each Division/Section/Unit for India International Trade Fair (IITF) 2023, following is ordered:-

Sl. No.	Division/Unit	Total no. of passes to be issued
1.	Finance & Accounts Division	1800
2.	Security Division	3000
3.	Engineering Division	2000
4.	Law Division	350
5.	Administration Division	600
6.	Vigilance Unit	250
7.	IT Services	500
8.	Corporate Services (C.S. Division)	900
9.	PR & Publicity Division	800
10.	BDD (inc. TIR&P)	3000
11.	FS I Division	500
12.	EMD	180
13.	F&B	250
14.	Hindi Section	100
15.	General Section	300
16.	Stores Division	250
17.	Travel Unit	250
18.	Design & Display Unit (inc. Printing Unit)	500
19.	Protocol	18000
20.	CMD Secretariat for issue of passes to ex-CMDs	500
21.	ED Secretariat for issue of passes to Ex-EDs	500
22.	ITPO Employees Union	200
23.	ITPO Officers Association	200
24.	ITPO SC/ST Association	200
25.	OBC Welfare Association	200

Contd -

Earlier, Delhi Police has made a specific advisory to the effect that a record of complimentary Admit-I passes should be maintained in order to trace the person who used the complimentary Admit-I pass, if so requires. Accordingly, it is advised that the officers while distributing the passes must further advise the officers or persons concerned to keep a proper record while issuing the passes. For the sake of convenience, it is advised that this advisory at the time of distribution may invariably be passed on in an appropriate manner, preferably in writing.

This issues with the approval of the Competent Authority.

Pushpam Kumar
08/11

(Col. Pushpam Kumar, SM)
OSD (Admin.)

To: All HoDs

Copy to:

1. Stores Division
2. ITPO Employees' Union/ITPO Officers Association/ ITPO SC/ST Association/OBC Welfare Association
3. IT Services Division : for uploading on ITPO Website
4. Office Order Register
5. Notice Board

For information:

1. PSO to CMD
2. PA to ED