

**F.No.4-ITPO(12)/E-I/2012**  
**INDIA TRADE PROMOTION ORGANISATION**  
**(Administration Division, E-I Section)**

Pragati Maidan, New Delhi  
02<sup>nd</sup> June, 2014

**OFFICE ORDER NO. ADMN/595/2014**

With the approval of the Competent Authority, Ms. Nazneen Begum (Employee No.1473) has been appointed as Deputy Manager (General Cadre) w.e.f. 30<sup>th</sup> May, 2014 (F/N) in the pay-scale of Rs.16400-40500 (IDA Pattern) as per terms and conditions stipulated in ITPO's letter of even number dated 22<sup>nd</sup> May, 2014.

She will be on probation for a period of two years from the date of joining, which may be extended at the discretion of the Appointing Authority without assigning any reason.

The basic pay of Ms. Nazneen Begum will be Rs.16400/- per month plus usual allowances as admissible to the employees of her status in ITPO as per Industrial D.A. pattern. She has been allotted Employee Number: 1473



**(H.P. Dharod)**  
**Sr. Manager(Admn)**

**To:**

Ms. Nazneen Begum (Emp. No.1473)  
Deputy Manager (General Cadre)

**Copy to:**

1. PS to CMD
2. PA to ED
3. GM(Admn)
4. DGM(DKJ)/DGM(PPY)
5. Salary/Vigilance/General/Security/Stores/Finance/CPF Unit/  
CR Unit/E-I(Computer)/Computer Division
6. E-III Section alongwith all relevant documents.
7. Office Order Register