

**No.2-ITPO(1)/E-I/2014**  
**INDIA TRADE PROMOTION ORGANISATION**  
**(Administration Division, E-I Section)**

Pragati Maidan, New Delhi  
16<sup>th</sup> July, 2014

**OFFICE ORDER NO. ADMN/ 802/2014**

With the approval of the Competent Authority, the following work allocation is made with immediate effect :-

**(A) Sh. Jayanta Das, GM (TDC):**

- (i) Library Unit
- (ii) Compliance of Official Language requirements (Hindi Section)
- (iii) Fairs in the North East including Siliguri Fair
- (iv) Delhi Book Fair 2015, Stationery Fair 2015 onwards
- (v) Upkeep of office premises (Caretaking Unit)
- (vi) Procurement and supplies of Stationery Items, office furniture, Liveries etc. (Stores Division)
- (vii) Canteen day-to-day matters.

**(B)** Trade Information Unit is related to Fair Services-II (FS-II). Work of data management will be done by IT Department.

**(C)** Operation of Business Visitor Registration will be done by FS-II Division with the help of Computer Division.

**(D)** All Regional Offices will report to HoDs concerned at HQs for the relevant fairs/events organized in their Region.

  
**(V. Meera)**  
**General Manager(Admn.)**

**To:**

Sh. Jayanta Das, GM(TDC)

**Copy to:**

1. PS to CMD
2. PA to ED
3. All HODs
4. DGM(PPY)/DGM(DKJ)/DCVO
5. All Regional Offices
6. Salary/Vigilance/Stores/E-III/E-I(Computer)/CR Unit/Computer Division
7. Office Order Register/Notice Board