

**No.4-ITPO(1)/E-I/2017**  
**India Trade Promotion Organisation**  
**(Administration Division, E-I)**

Pragati Maidan, New Delhi  
Date: 26<sup>th</sup> March, 2018

**Office Order No. Admin/ 340 /2018**

In pursuance of the recommendations of the DPC and with the approval of the competent authority, Sh. Raj Pal Singh, Executive (Steno) is promoted to the post of Private Secretary (TD Cadre) on regular basis in the pay-scale of Rs.16400-40500 (IDA) (pre-revised) with immediate effect.

He will be on probation for a period of two years. During the period of probation, he can be reverted to the post from which he has been promoted, without assigning any reason. His probation period can also be extended further without assigning any reason.

He is advised to submit his charge assumption reports to the Administration Division (E-I Section).



**(B.N. Gupta)**  
**Sr. Manager (Admin)**

**To:**

Sh. Raj Pal Singh,  
Private Secretary (TDC)

**Copy to:**

1. PS to CMD
2. PA to ED
3. All HODs
4. All Regional Office, Chennai/Mumbai/Kolkata
5. Salary/Vigilance/E-III/Stores/General/E-I(Computer)/Computer Division/ C.R. Unit
6. Office Order Register