

File No.9-ITPO (3)/EI/2012
India Trade Promotion Organisation
(Administration Division, EI Section)

07.02.2023
08

Circular No. Admin/ 7 / 2023

The instructions issued vide circular no. Admin/6/2022 dated 02.02.2022(copy enclosed) are once again reiterated.

2. Further, it has been observed that some divisions/sections/units of ITPO are putting up the files directly to CMD and not through the proper channel. Henceforth, while putting up files for any administrative/important matter, proper channel is to be followed.
3. This issues with the approval of the Competent Authority.

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

To:

All employees

Copy to:

1. All HoDs
2. Regional Office (Kolkata, Chennai, Mumbai)
3. IT Services Division – for uploading on ITPO website
4. Circular Register/Notice Boards

For information:

1. PSO to CMD