

File No. Admin-11025/1/2024-ADMN-ITPO

India Trade Promotion Organisation

(Administration Division, E-I Section)

08.11.2024

Office Order No. Admin/923/2024

The distribution of Admit-I passes to the officials of ITPO at headquarters for IITF 2024 will be as follows:-


Sl. No.	Designation	Total no. of passes to be issued
1	Chairman & Managing Director	1600
2	Executive Director	1200
3.	SGM	900
4.	General Manager & equivalent	700
5.	Dy. General Manager & equivalent	280
6.	Sr. Manager & equivalent	220
7.	Manager & equivalent	150
8.	Dy. Manager & equivalent	110
9.	Executives & equivalent	75
10.	Sr. Assistants & equivalent	55
11.	Assistants & equivalent	50
12.	Jr. Assistants & equivalent	40

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

Handwritten signature/initials

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.


(Shankra Nand Bharti)
GM (Admin, EI Section)

To: All regular employees of ITPO at Headquarters.

Copy to:

1. All HoDs
2. Stores Division/Security Division/ IT Services Division - for uploading on ITPO website
3. Finance Division - To issue the complimentary Admit-1 passes as indicated above.
4. Office Order Register/Notice Boards

For information:

1. PSO to CMD
2. PA to ED
3. PA to SGM