

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

India Trade Promotion Organisation

(Administration Division, E-I Section)

08.11.2024

Office Order No. Admin/922/2024

For the India International Trade Fair (IITF) 2024, the distribution of Admit-I passes for each Division/Section/Unit is as follows:-

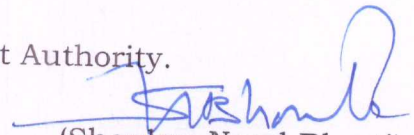
Sl. No.	Division/Unit	Total no. of passes to be issued
1	Finance & Accounts Division	1900
2	Security Division	3100
3	Engineering Division	2100 (Ref. O/o no. Admin/692/2024 dated 20.08.2024 - IECC Unit : 1050 , Engineering Division : 1050)
4	Law Division	400
5	Administration Division	700
6	Vigilance Division	300
7	IT Services	600
8	C.S. Division	950
9	Publicity Unit	850
10	Fair Services Division (Foreign Fair)	550
11	BDD	3100
12	EMD	230
13	F&B	350
14	Hindi Section	150
15	General Section	350
16	Stores Division	300
17	Travel Unit	300
18	Design & Display Unit(inc. Printing Unit)	750
19	Architecture Unit	

Contd/-

Sl. No.	Division/Unit	Total no. of passes to be issued
20	Osaka Cell	500
21	Protocol	20000
22.	CMD Secretariat for issue of passes to ex-CMDs	600
23.	ED Secretariat for issue of passes to Ex-EDs	400
24.	ITPO Employees Union	220
25.	ITPO Officers Association	220
26.	ITPO SC/ST Association	220
27.	OBC Welfare Association	220

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 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 HoDs

Copy to:

1. Stores Division
2. ITPO Employees' Union/ITPO Officers Association/ ITPO SC/ST Association/OBC Welfare Association
3. IT Services Division : for uploading on ITPO Website
4. Office Order Register
5. Notice Board

For information:

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