

File No. Admin-11019/6/2023-ADMIN-ITPO
India Trade Promotion Organisation
(Administration Division, EI Section)

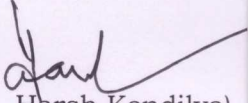
14.08.2024

Circular No. Admin/ 50 / 2024

The Flag hoisting Ceremony will be held on the occasion of the Independence Day on 15.08.2024 at 08:00 A.M. in front of Nataraja Statue. The Flag will be hoisted by the Hon'ble Chairman, ITPO.

All the officials of ITPO are requested to assemble for the Flag Hoisting Ceremony.

This issues with the approval of the Competent Authority.


(Lt Col. Harsh Kondilya)
OSD (Admn.)

To: All employees

Copy to:

1. SGM
2. All HoDs
3. D&D Division: for arrangement of banner, photography of the programme
4. Engg. Division- Preparation of Flag Pole/Audio Visual system arrangement for National Anthem/Flower arrangement/Carpeting of area
5. Security Division – Preparation of Flag hoisting ceremony and coordination with CISF to participate in ceremony
6. F&B – arrangement of drinking water and tetra pack juice for approx 200 persons
7. Regional Office (Kolkata, Mumbai, Chennai)
8. IT Services Division –to ensure display of relevant pictures, banner and content on website and uploading circular on ITPO website
9. Publicity Unit: to ensure display of relevant pictures, banner and content on website and uploading circular on ITPO's social media platforms.
10. Circular register/Notice Boards

For information:

1. PSO to CMD
2. PA to ED