

No.144-ITPO(931)/BDD/2013  
**India Trade Promotion Organisation**  
**(Business Development Division)**

Dated: 21<sup>st</sup> August, 2017

**Office Order PL/ 648/2017**

With the approval of the competent authority, the following are incorporated on the licensing guidelines in respect of organising corporate events like conference, meetings, workshops, seminars and AGMs of Public Sector Undertaking at Pragati Maidan:-

1. Norms of hall rental may be at par with exhibition space rentals for the above corporate events.
2. For organising above corporate events the concept of half day mounting period is introduced in order to meet time period requirement needed for preparation.
3. The norms of third party for grant of holograms (i.e triple of booking of exhibition area) will also be applicable for corporate events for booking of space in exhibition halls.
4. In case of booking of hall no. 7 lounge and hall no. 8 auditorium for organising corporate event holograms will be twice of the seating capacity of the respective lounge/ auditorium.



**(S R Sahoo)**  
**General Manager (BDD)**

**To,**

All HoDs

**Copy to:**

PS to CMD

PA to ED

DGM(GS)/ DGM(RKT)

SM(BKG)

SM(SAA)

M(AK)

Revenue Section

✓ Computer Division- for hosting on corporate Website.