

INDIA TRADE PROMOTION ORGANIZATION
(C.S. DIVISION)

Dated:- 9th October, 2023

Sub:- Bi-monthly letter from CMD to Secretary, Commerce

ITPO has been sending Bi-monthly letter as mentioned above, preferably in the 1st/2nd week in the succeeding month of the period. As mentioned earlier, inputs received from various divisions are very poor, too lengthy and not of a good quality. The same has been observed earlier by the Competent Authority and recently observed by the ED, ITPO also.

In view of the above, all HODs are requested herewith not only to provide quality inputs but also well in time preferably within 5 days of the conclusion of the period, so that C.S. Division can compile and submit to the Competent Authority for further views/modifications etc. which will enable us to send the above letter within reasonable time. (Pl. refer last paragraph of enclosed circular dated 1.10.2013).


(S.R. Sahoo)
General Manager/CS

To:

GM(HM) *thm 9/10*
OSD (PK) *PK 09/10/23*
GM(BKD) *thm*
GM(VKS) *thm*
GM(SKS) *thm 09/10/23*
FA&CAO *thm 9/10*
GM(DP) *thm*
GM(BL) *thm 9-10-23*

Copy to:

PSO to CMD *Sahoo*
PS to ED *thm 09/10/23*

thm

MOST URGENT

No.9/109/CS/ITPO/2013-Vol.II
INDIA TRADE PROMOTION ORGANISATION
(C.S. DIVISION)

Date : 01-10-2013

Sub : Inputs regarding Achievements, New Initiatives & Good Practices Initiated.

The customary Bi-monthly D.O. letter from CMD to the Hon'ble Commerce & Industry Minister is due to be sent, incorporating achievements, new initiatives and good practices made during the period July, August and September, 2013.

In view of the above, it is requested that HoDs may kindly provide inputs concerning the Divisions under their purview, to the undersigned, positively before 4th October, 2013 for placing before Competent Authority.

Further it is requested to send a "monthly" inputs in respect of the above by 5th of succeeding month invariably as a matter of routine to avoid delay, inconvenience etc. and for operational ease.

For reference



(S.R. Sahoo)
Company Secretary

SGM
OSD(BLM)
OSD(MS)
GM(SKS)
GM(VS)
GM(DS)
GM(RKS)
GM(AC)
GM(VM)



Copy to : PS to CMD
PA to ED